



Job Posting

Coordinator, Animal Training – (12 Month Contract)

Summary

The Toronto Humane Society is looking to fill the position of Coordinator, Animal Training who, under the direction of the Director, Operations will primarily be responsible for coordination of the animal training staff and administration of in shelter and public training classes at the Toronto Humane Society. This position will liaise with other departments to ensure the success of training department programs and objectives. The Coordinator, Animal Training must possess the following:

- strong knowledge of general office procedures involving budget and resource management
- meticulous records maintenance skills
- strong working knowledge of animal behaviour; certification of KPA, CPDT, CAABC, or equivalent
- excellent program management skills

Job Duties

- Oversee and conduct canine and feline training, behaviour modification and socialization classes for adopters and other community pet owners
- Assist with the administration and maintenance of policies/protocols related to animal training and socialization, while ensuring that current standards are kept up to date
- Ensures that any and all training, enrichment and other behaviour related supplies have an order request processed in a timely manner
- Perform administrative tasks such as email, phone messages and monthly statistics.
- Daily oversight of staff work assignments
- Responsible for scheduling of both canine and feline training staff
- Oversee staff and volunteer trainers as they work with individual animals
- Conduct staff meetings with training staff
- Develop and adapt work techniques and program enhancements to ensure the continued progress and growth of training programs and classes
- Provide support in the absence of staff
- Ensure commitment to quality, patient safety, and risk management initiatives
- Maintain a professional appearance, demeanour, and attitude at all times
- Be aware of and work within the regulations of all Toronto Humane Society policies and protocols
- Other Duties as required in the day to day operation of the Society

Reports to: Director, Operations

Qualified applicants should contact Human Resources at: hr@torontohumanesociety.com

The Toronto Humane society is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, the Toronto Humane society will make accommodations available to applicants with disabilities upon request during the recruitment process.

The Toronto Humane Society is an equal opportunity employer and strives to ensure that its hiring process meets the needs of all persons with disabilities. As such, the Toronto Humane Society will provide reasonable accommodation for any applicant, as requested during the hiring process.

The Toronto Humane Society strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, The Toronto Humane Society will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.

Posting Date: May 26 2017