



**AARCS**  
ALBERTA ANIMAL  
RESCUE CREW SOCIETY

**WANTED**

## **Behaviour Coordinator**

**Looking for an enthusiastic animal lover to facilitate positive behavioural experiences.**

**ABOUT US:** ALBERTA ANIMAL RESCUE CREW SOCIETY is a registered non-profit charity located in Calgary, Alberta facilitating over 3,500 animal adoptions each year. Our mission is **Changing Lives Through Kindness**. The behaviour team works closely with other departments within AARCS to share information and provide support, education and practical tools to ensure foster homes and adopters have a positive experience. The department's aim is to ensure AARCS animals are provided with the enrichment they need while in the shelter, are assessed and are placed in appropriate foster and adoptive homes and provided with on-going training support. In addition, our Behaviour Coordinator educates AARCS volunteers and staff on relevant behavioural topics.

**ABOUT YOU:** The Behaviour Coordinator is a special breed of animal lover. Having both a love of people and animals, you are naturally optimistic, positive, friendly, and approachable. You enjoy working with dogs and their humans in a positive way to facilitate positive outcomes. You are internally motivated to see every animal find emotional and behavioural balance so they can live in harmony with their guardians. You are confident, open minded and non-judgmental with an intuitive ability to see possibilities. Your strengths include implementation of rehabilitation and training programs for dogs. You love problem-solving behavioural concerns to increase adoptability. You take great personal satisfaction from every successful rehabilitation. Organization and attention to detail is important to you. You have exceptional teamwork skills and are able to work closely with others, including managing and overseeing a team of volunteers. Your lifestyle allows you to regularly and consistently maintain a flexible work schedule including some evenings and weekends.

### **POSITION REQUIREMENTS:**

1. High School diploma or equivalency.
2. Certified Professional Dog Trainer – Knowledge Assessed through Certification Council for Professional Dog Trainers OR currently working toward the designation.
3. Minimum one-year experience working with dogs in a professional capacity.
4. Genuine interest in animal welfare with thorough understanding of dog behaviour.
5. Highly developed cooperation, collaboration, and problem-solving skills.
6. Moderate level of office software proficiency in MS Word, Excel, Email, Google Docs and databases.
7. Excellent oral and written communication skills.
8. Exceptional organizational skills and able to manage a diverse case-load.
9. Requires minimal supervision yet remains highly accountable for reporting.
10. Valid driver's license for on and off site work.
11. Personable and able to develop a positive rapport with a variety of experiences and backgrounds.
12. Self-motivated; has the ability to set priorities and manage workloads with minimal supervision.

**PRINCIPAL ACCOUNTABILITIES:**

- Work alongside the other Behaviour Coordinators on all aspects of the dog behaviour program.
- Maintain and consistently look for ways to improve programs to ensure the quality of care for animals at the shelter, including stress reduction and enrichment.
- Complete behavioural assessments on dogs.
- Provide on-going training for volunteers and foster homes.
- Increase adoptability of dogs through behavioural modification and training.
- Manage, track and fully document behavioural cases.
- Utilize, supervise, train and develop volunteers to assist with behaviour department duties.
- Work directly with foster homes in their homes with the dogs; may require travelling outside the City of Calgary.
- Assist adopters with behaviour or training concerns after adoption by providing advice over phone and email or suggesting training options available in their area.
- Develop training related documents, training sessions and handouts for volunteers, staff, and adopters as well as for social media and the website.
- Issue timely and complete reports monthly.

**Details:**

- Permanent part-time hours position
- **Start Date:** Immediately
- **Hours:** Flexible schedule to accommodate business needs, including some evenings and weekends.

**Apply Now:** Qualified candidates should forward a cover letter speaking directly to the requirements list with an attached resume to Rachel Cote, Stakeholder Relations Manager. This position will remain open until a suitable candidate is found.

[rachel@aarcs.ca](mailto:rachel@aarcs.ca)

**Alberta Animal Rescue Crew Society**  
5060 – 74<sup>th</sup> Ave SE, Calgary, Alberta, Canada

**AARCS is an equal opportunity employer. We invite all suitable candidates to forward their application in confidence. We regret that only the best qualified candidates will be contacted for screening. Thank you in advance for your interest.**