



AARCS
ALBERTA ANIMAL
RESCUE CREW SOCIETY

WANTED

Shelter Enrichment 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 3500 animal adoptions each year. Our mission is *Changing Lives Through Kindness*. The dog program team works closely with other departments 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.

ABOUT YOU: The Shelter Enrichment 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. You love working with and providing enrichment activities and playgroups 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 is considered an asset but not required.
3. Minimum one-year experience working with dogs in a professional capacity and/or shelter environment.
4. Genuine interest in animal welfare with 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 Behaviour Coordinators to assist with executing training as it pertains to shelter dogs.
- Develops and implements enrichment solutions and plans for dogs in shelter to reduce stress, and improve or maintain behavior and adoptability.
- Facilitate play groups for shelter dogs, and assist with dog testing.
- Provide on-going training for volunteers and foster homes.
- Manage, track and fully document enrichment activities and successful playgroups.
- Utilize, supervise, train and develop volunteers to assist with duties.
- 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:

20 hours per week

Permanent, Part Time 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

Alberta Animal Rescue Crew Society
5060 – 74th 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.