

Position Title: Dog Associate  
Department: Adoption  
Reports to: Dog Coordinator  
Classification: Full time, non-exempt  
Salary Range: \$13 - \$14 per hour, DOE  
Benefits: Eligible for medical/dental benefits after 90 days

## **POSITION OVERVIEW**

Dog Associates intake dogs and puppies into the adoption program at BEBHS, care for them in the shelter and arrange for their care in foster homes, monitor their health and behavior, provide training, enrichment and socialization, facilitate their adoption into permanent homes, and perform other duties related to the dog program under the direction of the Dog Coordinator.

## **DUTIES & RESPONSIBILITIES**

### **Behavior/Enrichment:**

- Selects dogs for program through behavior evaluation; evaluates for adoption and euthanasia as needed.
- Trains shelter dogs using positive reinforcement methods.
- Helps shelter dogs acquire skills necessary for adoption placement and shelter to home transition.
- Provides enrichment activities for shelter dogs to support emotional health, promote adoptability and reduce environmental stress; ensures that all shelter dogs receive ongoing enrichment.
- Socializes, grooms, and follows specific enrichment/behavior modification plans for dogs housed onsite.
- Assists in the training and supervision of dog volunteers.

### **Intake:**

- Accompanies Dog Coordinator on planned dog intake and assists in decision making based on evaluation, capacity, organization policies, current resources, and community needs.
- Properly identifies age, sex, and general medical condition at time of intake in order to plan to meet animal and population needs.

### **Administrative:**

- Communicates and coordinates with Dog Coordinator and hospital to prepare for adoptions; updates websites with available dogs, takes photos and videos of adoptable dogs, prepares dog housing, organizes supplies.
- Creates and maintains public adoption profiles for available dogs.
- Other program duties as assigned by Dog Coordinator.

### **Adoption/Shelter Services:**

- Interacts with the public in an engaging and professional manner and matches prospective adopters to dogs and puppies available for adoption.
- Educates the public on dog care, behavior and adoption; promotes BEBHS programs and services.
- Counsels clients during adoptions, surrenders, returns, and other situations.
- Follows up on recent adoptions via phone and email and provides advice on shelter to home transition.
- Performs other adoption and shelter services duties as needed.

### **Animal Care:**

- Provides proper cleaning, housing, feeding and oversight to dogs according to BEBHS animal care standards.
- Monitors the health and behavior of all dogs; follows directions provided by veterinary staff; takes appropriate action to follow up on any health or behavior concerns in a timely manner.
- Restocks supplies and monitors dog program supply inventory; communicates needs and orders to Adoption Manager or Facilities Supervisor in a timely manner.

## **REQUIREMENTS**

### **Education and Experience:**

- Bachelor's degree preferred.

- Minimum 1 year paid experience handling or training dogs.
- Preference will be given to candidates with animal shelter and adoption counseling experience.

#### **Other Skills and Requirements:**

- Passion for the Berkeley-East Bay Humane Society's mission/vision and the ability to clearly articulate it.
- Strong communication skills.
- Computer literate in a Windows environment; proficient in Microsoft applications.
- Possession of a valid California Driver's License.

#### **Abilities:**

- Ability to work effectively in sensitive and emotional situations.
- Capable of managing a large, changing, and sometimes unpredictable workload.
- Ability to assimilate information and follow BEBHS policies.
- Ability to humanely restrain animals when necessary.

#### **WORKING RELATIONSHIPS**

Reports to Dog Coordinator and Adoption Manager. Works closely with other adoption and hospital staff and volunteers and the public.

#### **WORKING ENVIRONMENT**

- Work is performed primarily in an animal shelter/veterinary hospital setting with some work to be performed in an administrative office.
- Frequent kneeling, stooping, bending and standing to accommodate animal care.
- Constant motion throughout majority of shift.
- Handling of possibly untrained shelter animals up to 150 lbs.
- Regular lifting and moving of objects weighing up to 50 lbs.
- Exposure to loud noise, odors and chemicals.
- Subject to animal bites and scratches while handling animals.
- Constant exposures to animals and animal allergens under conditions with limited alternatives available.

#### **WORK DAYS & HOURS**

Work on weekends and holidays is required. Majority of work is performed between the hours of 7 AM and 8 PM with some evening work required.

**The Berkeley-East Bay Humane Society is an Equal Opportunity Employer.**