**CHARLOTTESVILLE-ALBEMARLE SPCA**
**JOB DESCRIPTION**

**Position: Canine Enrichment Specialist**
**Job Status: Non-Exempt**
**Reports to: Animal Care Manager**

**Position Summary:**
Responsible for the overall cognitive health of the SPCA's canine shelter population with the goals of shortening length of stay, reducing shelter stress, and increasing pet retention and adoption.

**Essential Duties / Responsibilities:**
- Develop strategic methods to shorten length of stay and increase adoption rates for all canines entering the SPCA's care.
- Conduct canine playgroup sessions daily, in conjunction with staff and volunteers. Ensure that all participants are well-trained and adhering to rules. Write up playgroup summaries after each session and ensure that the information gets entered into the shelter database.
- Ensure updated behavior information is available at all times via shelter database.
- Provide daily kennel enrichment activities for all dogs in the shelter.
- Provide pet retention counseling for owners trying to give up pets and adoption follow-up counselling for adopters having issues with adopted dogs.
- Specialized adoption and foster counseling for targeted dogs based on individualized plans for each, including support to the adopters and fosters once the dog has left the shelter.
- Assist the Placement Coordinator in sending shelter dogs out on Fido Field Trips. Ensure information provided from field trips is entered into shelter database. Make sure picture and video content is distributed and/or utilized for promotional materials.
- Update bios, photos, and videos of dogs in the shelter database and use social media to promote the shelter dogs.
- Participate in dog planning meetings, focusing on marketing ideas, behavioral support, playgroup updates, and streamline information sharing to update a team consisting of various departments and volunteers.
- Lead group and individual dog walking training sessions for volunteers and staff in conjunction with the Volunteer Manager and department heads.
- Collect and compile information from all departments, fosters, previous owners, volunteers, and field trips to create comprehensive behavioral information useful for placement of the animal.
- Build and maintain an "End of Day Reporting" system for information to be gathered and distributed about each dog that comes in and out of the shelter.
- Train Animal Care staff to appropriately assist and conduct canine behavior assessments.
- Work in tandem with the front desk to schedule and lead meet-and-greets with potential adopters.
- Effectively communicate with staff, volunteers, and potential adopters.

**Physical Requirements and Work Environment:**
- Ability to lift and transport materials weighing up to 60 pounds.
- Ability to handle animals effectively and humanely.
- Have a high level of manual dexterity.
- The ability to bend and squat.
- The ability to stand for significant periods of time.
- Exposure to disinfectant solutions.
- Subject to animal bites and scratches while handling animals.
- Consistently exposed to animals and animal allergens under conditions with limited alternatives available.
- Must be available to work weekends and holidays as deemed necessary.

**Qualifications:**
- Bachelor's Degree preferred.
- Animal care experience required.
- Experience running playgroups for large dogs preferred.
- Valid Virginia Driver's License required.
- Must be comfortable safely driving all SPCA transport vans and Compassionate Care-A-Van, abiding by all traffic laws.
- Must be able to safely and compassionately handle and work with all cats and dogs, including those with medical or behavioral challenges.
- Must have the ability to actively problem solve and seek answers independently.
- Must have strong organizational skills and the ability to coordinate a project with multiple and often changing components.
- Must be a team player and self-starter with the ability to work in a fast-paced environment with minimal supervision.
- Must be highly motivated, with strong communication skills and a professional manner.
- Must have the ability to get along well with a variety of people, as well as demonstrate ability to handle sensitive and confidential situations and information.
- Must have a strong knowledge of animal caregiving with the ability to identify medical and behavioral characteristics of dogs and cats.
- Computer literate: MS Office, Internet, Google docs and mail.