Behavior & Training
Dog Obedience Program Supervisor

Marin Humane is an equal opportunity, non-profit employer. Our mission is to transform lives through exceptional animal care, humane education, and advocacy. Every day, we inspire compassion and positive relationships between animals and people. Our Core Values are Dedication to Animals, Collaborative Spirit, Courage with Compassion, Pursuit of Learning, and Celebrating Differences.

SUMMARY: The Behavior & Training Dog Obedience Program Supervisor must have excellent skills in Canine *Training,* with an emphasis on *Dog Obedience Training* and Canine Behavior *Consultation.* He or she will share oversight of and participate in specific areas of the Dog Obedience Training Program in the Behavior and Training Department. The Supervisor must have excellent skills in effective communication and problem solving with staff, volunteers and clients. He/she is accountable for accomplishing department goals, working collaboratively with internal and external Marin Humane stakeholders and supporting the mission, goals and philosophy of Marin Humane.

ACCOUNTABILITY: Director of Behavior & Training
HOURS: Part–time, 24/week (Sunday – Tuesday) Benefits*
Accepting internal and external applications through Tuesday, August 15

ESSENTIAL DUTIES AND RESPONSIBILITIES

STAFF COORDINATION AND TRAINING

- Train, supervise and provide input for evaluation of Dog Obedience Training Instructors
- Coach and mentor Dog Obedience department staff, including oversight of new employee orientation in accordance with Marin Humane's policies and procedures
- Foster a spirit of teamwork among department staff and work effectively together to enable each employee and the department to succeed

TRAINING CLASSES, SCHEDULING AND CURRICULUM

- Provide input on class schedules & Instructor roles
- Instruct dog obedience classes & give private obedience training lessons
- Help maintain equipment and training supplies in the Dog Obedience Area
- Service Lines
    - Curriculum Development for existing service lines
    - Video development for existing service lines
- Strategic Planning & Development of new classes/service lines
- Work with Sport Program Supervisor to support training events

CUSTOMER SERVICE

- Promote and emulate exemplary customer service by providing courteous, prompt and responsive service to internal and external customers
- Provide follow up emails to students and respond to questions and concerns
- Work with volunteers and provide training in procedures and protocols as needed
- Contribute articles and statistics to the Noseletter and Volunteer Newsletter.
- Co-manage the Staff Dog Evaluations Program with the Dog Sports Program Supervisor

BEHAVIOR CONSULTATIONS, EVALUATIONS & OTHER SUPPORT

- Conduct Behavior Consultations (on and off site) as needed
- Provide Private Training services (on and off site) for Behavior Consultation clients
- Expand and improve the Dog Behavior Consultation program
- Train and mentor Behavior Consultants
- Conduct Dog Behavior Evaluations (as needed basis)
- Support Adoptions (as needed) with Pre-Adoption Behavior Consultations and Dog-to-Dog Introductions
- Provide back up (Sunday) for the Administration desk

SAFETY & SECURITY

- Model and encourage safe practices and regulatory compliance throughout the organization
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules
- Must be willing to report safety violations as well as potential safety violations to appropriate supervisory or management personnel
- Adheres to the files and records retention policies and procedures
- Prepares monthly reports and/or other data as requested by Director of Behavior & Training

DESIRABLE QUALIFICATIONS:

An ideal Candidate will possess the following knowledge, skills and abilities:

- Strong interpersonal and analytical skills.
- Strong active listening and communication skills
- Strong organizational and problem solving skills
- Certified Dog Trainer. Knowledge of Dog Obedience training theory and methods, including classical conditioning, operant conditioning and variations of implementation, canine ethology, training exercises, dog handling and training equipment.
- Classroom management and curriculum.
- Knowledge of canine body communication, behavior and health
- Experience designing and conducting private consultation and training sessions
- Intermediate skills in Microsoft Office Suite & overall comfort level with technology
- A stable well trained dog for demonstration purposes would be helpful

EDUCATION AND EXPERIENCE: A typical way of gaining the necessary knowledge, skill and ability outlined above is: Two years in a supervisory position. Successful completion of the Marin Humane Society Canine Behavior Academy II or equivalent, a minimum of two years' experience training and competing with Dog Obedience dogs, two years' experience teaching owners how to train their dogs, one year experience working with aggressive dogs in some medium and extensive general knowledge of canine behavior.

Possession of a valid California Drivers' License may be necessary.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear, taste and smell. The employee must frequently lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception and ability to distinguish colors. Frequently handles and will be exposed to dogs with unknown temperament or behavior.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud. This position requires work outside normal business hours and on weekends.

BENEFITS:

FULL-TIME EMPLOYEES (AT LEAST 30 HOURS/WEEK):

- Medical/Vision Plan
  - Kaiser HMO
- Dental Plan
  - Includes Orthodontia for dependent children
- Domestic Partner Coverage Available (Medical and Dental plans)
- Life Insurance
- Long Term Disability Insurance
- Section 125 Cafeteria Plan

ALL REGULAR EMPLOYEES (AT LEAST 20 HOURS/WEEK):

- Fitness Reimbursement Program
- Employee Assistance Program
- 403(b) Retirement Plan
- Paid Holiday/Personal Days
- Paid Vacation

- Sabbatical Leave

ALL EMPLOYEES (INCLUDING PART-TIME AND TEMPORARY):

- Paid Sick Leave

To Submit an Application or Resume:
Mail or Delivery:
Marin Humane
Human Resources
171 Bel Marin Keys Blvd
Novato, CA 94949
Email: **Jobs@MarinHumane.org**
Fax: **(844) 275-3018**