



VACANCY ANNOUNCEMENT

Job Title: Behavior Technician (3 positions)

Regular Full Time

Range Minimum: \$10.75/hour

Non-Exempt Position

Opening Date: June 24, 2010

Closing Date: July 30, 2010

(Open until filled)

PRIMARY RESPONSIBILITIES:

- Prioritizes Behavior HelpLine calls and counsels patrons on a daily basis following departmental guidelines.
- Works with volunteers on selecting and working with shelter animals to make them more adoptable.
- Utilizes Chameleon computer program to monitor status and availability of healthy animals and behavior helpline cases.
- Teaches dog and cat training classes for the public as needed.
- Provides administrative support to the Behavior Department, using Microsoft Office programs.
- Provides quality people care to League staff and the public.
- Assists with training of Behavior volunteers.
- Assists with/performs euthanasia on a rotating basis.

EDUCATION/EXPERIENCE REQUIREMENTS:

- H. S. diploma or equivalent.
- 6 months previous animal handling experience, preferably in a shelter environment
- Excellent organizational and customer service skills.
- Computer literate in Office programs (Word, Excel, etc.)
- Ability to communicate effectively orally and in writing.
- General knowledge of animal welfare.
- Chameleon experience preferred.

WORKING CONDITIONS:

Works in an area with a high noise level. Exposure to and/or handling of industrial cleaning supplies, animals and controlled substances. Occasional lifting up to 75 lb. with reasonable accommodations. Frequent walking, bending and stooping in kennel areas. Subject to animal bites and scratches.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to complete any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

HOW TO APPLY FOR THIS POSITION:

Current Employees: Submit a copy of current resume and "Application for Job Vacancy" form available from the Administration receptionist desk or in HR Online. **Employee applications submitted without supervisor/manager signature will not be accepted.**

All Other Applicants: Apply online at http://www.ddfl.org/help_wanted.htm or email resume to hr@ddfl.org