

PILOT for Pets



Position	<u>Behavior Coordinator</u>
Primary Objective	The PILOT behavior coordinator arranges behavior observations for dogs awaiting transfer in the PILOT program. This involves assessing which behavior observers are the most appropriate to conduct the observation, acting quickly to request that behavior observers coordinate with the animal control agency, shelter, or rescue that has posted the dog to PILOT (the sending organization), and assuring that observations are completed in a timely and professional manner.
Weekly Time Commitment	The management and coordination component of this position requires an approximately 2–3 hour weekly commitment. In addition, 3–4 additional hours (per observation) will be required when conducting behavior observations.
More Details	Shift is irregular. Must have a flexible enough schedule to be occasionally available during operating hours of animal control facilities and shelters/rescues, generally Monday–Friday during normal business hours. Some weekend and evening hours may be available. Must be able to respond to requests for behavior observations promptly.
Responsibilities	<ul style="list-style-type: none"> • Maintains records of behavior observers’ training level, availability, and the distance they are willing to travel to complete an observation • Ensures that behavior observers complete observations in a timely manner and post observation results to the PILOT database expeditiously • Pairs behavior observers to complete observations as a team • Maintains thorough knowledge of PILOT’s behavior observation protocol, trains behavior observers to use it, and ensures that it is being followed at all times • Is keenly aware of the bigger picture of dog behavior issues, approach dog behavior with a level head, don’t jump to conclusions, and be aware of the gravity of the role that the behavior observations play in the PILOT program • This position encompasses all responsibilities detailed for behavior observers • Conducts behavior observations periodically (as needed, to keep abreast of PILOT protocols and to fill in as an observer if needed) • Assists the volunteer coordinator with recruitment of behavior observer volunteers • Reports to the case manager
Qualifications	<ul style="list-style-type: none"> ✓ High level of experience conducting behavior observations or assessments ✓ Thorough knowledge of canine behavior ✓ Must feel comfortable handling dogs of all breeds, sizes, and ages ✓ Excellent communication, organization, and interpersonal skills ✓ Experience managing volunteers a plus ✓ General knowledge of MA animal shelters and rescues ✓ Ability to handle confidential information in a professional and responsible manner ✓ Daily access to Internet, email, and phone; may require more frequent access when coordinating an observation ✓ Possessing a good knowledge of MA geography is very beneficial in fulfilling this position ✓ Volunteer must have their own vehicle that is registered and insured with a current inspection ✓ Volunteer will be required to provide copy of current auto insurance that meets MA minimum coverage requirements, and a current driver’s license to PILOT program ✓ All volunteers are expected to act in a professional manner when representing PILOT and when dealing with volunteers, animal control or shelter and rescue organizations, in order to benefit the animals to the greatest degree
Training Requirements	<p>All volunteers are required to:</p> <ul style="list-style-type: none"> ✓ Read the volunteer handbook in its entirety ✓ Review the volunteer orientation slideshow ✓ Refer any questions to the case manager or the volunteer coordinator <p>In addition, the behavior coordinator is required to:</p> <ul style="list-style-type: none"> ✓ Orientation requirements outlined for all volunteers ✓ Review behavior observation forms ✓ Complete training on the PILOT database ✓ Speak with the case manager who will clarify processes and answer any questions ✓ Familiarize themselves with other volunteer positions, especially those that will play a role in the behavior observation process ✓ Familiarize themselves with other PILOT volunteers, especially behavior observer volunteers
<u>Apply Now!</u>	<u>Click here to apply for this position.</u>