



Pet Adoption Enrichment & Transport Coordinator (Greeley, CO Location)

Job Title:	Pet Adoption Enrichment & Transport Coordinator
Department:	Behavior – 07 and Transfer - 05
Job Classification:	Full-Time Hourly, Non-Exempt
Job Relationships:	Reports to Pet Adoption Supervisor(s) Provides support and training to assigned volunteers

This is a full-time, hourly position. The schedule for the position is generally between the hours of 7:30am-7:30pm Sunday through Thursday or Tuesday through Saturday with availability on evenings, nights, weekends, special events, emergencies and holidays as required. This position will regularly travel to other organizations and to the Organization's other campuses.

Essential Duties and Responsibilities:

- Coordinates and performs animal transports to and from campuses, partners, and facilities—including emergency needs—and ensures adequate volunteer coverage for these duties.
- Recruits, trains and supervises transport/enrichment volunteers; maintains appropriate levels of volunteers.
- Follows PACFA regulations and guidelines.
- Creates presentations and delivers department-specific orientation and training.
- Carries out basic re-evaluations of animals to determine their behavioral candidacy for continued stay at the adoption campus.
- Creates animal enrichment, basic enrichment plans and behavior help guides for volunteers and clients.
- Cleans and sanitizes animal enclosures and public spaces; passes out animal food and enrichment.
- Provides monthly reports for areas of responsibility and assists with updating/creating applicable SOPs.
- Selects animals for co-housing environments within the Shelter.
- Ensures emotional and enrichment needs of Shelter animals are met and tracked and provides socialization opportunities.
- Assists with training staff, volunteers and students in the areas of animal handling, basic animal behavior and enrichment and other animal-related topics; participates in certification of staff on animal handling as required.
- Monitors health and behavior of animals in the Organization's care; coordinates follow-up as appropriate.
- Drives on behalf of the Organization.

Other Duties and Responsibilities:

- Attends meetings and participates on committees including Safety Team, DVS and others as assigned.
- Cross trains in and assists other shelter departments as necessary.
- Other duties as assigned.

Job Qualifications:

Education/Experience:

- Associate degree in biology, animal behavior, animal husbandry, a related field or equivalent work experience required.
- A minimum of one year work experience in the animal welfare industry OR 6 months of current work experience with the Organization in an animal-handling position is required including experience working in a hands-on capacity with animals.

April 2025

- Customer service experience is required.
- Previous companion animal behavior evaluation and/or enrichment experience desirable.
- Previous experience with Chameleon software, or other animal shelter software, a plus.
- Supervisory experience a plus.
- Experience driving a passenger van a plus.
- Bilingual English/Spanish reading, writing, understanding and speaking a plus and includes a wage premium.

Knowledge:

- Knowledge of basic companion animal enrichment, handling, behavior and health care; knowledge of basic companion animal training (especially positive reinforcement training methods); knowledge of companion animal breeds and colors.
- Solid computer skills required
- Chameleon software, or other Shelter software, experience a plus
- Knowledge of Microsoft Office applications (Access and Excel)

Skills/Abilities:

- Strong verbal and written communication skills and emotional intelligence
- Detail-oriented and able to exercise good judgment when dealing with animal-related concerns
- Able to work both independently and in a team setting
- Able to remain calm and level-headed when in a stressful and emotional work environment
- Able to use sound judgment when dealing with confidential information
- Able to multi-task and prioritize job duties in a busy and constantly changing work environment
- Able to work with the animals within the Shelter's care. This includes the ability to work visually and audibly, with animals both alive and deceased, including dogs, cats, small mammals and more
- Able to work with disinfectants and cleaning supplies
- Able to work a flexible schedule including overtime, evenings and weekends as required

Other:

- Valid Colorado Driver's License and insurable driving record; have and maintain personal driving insurance meeting Colorado standards.
- Must be at least 21 years of age (required for insurance purposes).

Working Conditions:

Work Environment: Most work is performed in normal shelter setting and in the field at foster homes and placement partners. Potential for exposure to zoonotic diseases; Potential for exposure to dangerous and fractious animals; Exposure to high noise levels when in kennel area. Potential for animal bites and scratches while handling animals. Exposure to cleaning products. Exposure to various weather conditions when working outside. Potential exposure to hay and dust. Potential exposure to deceased animals. Work schedule is generally five days a week and includes one weekend day. Driving a transfer van long distances out of state with overnight stays as needed. Overtime and attendance at some events will be required as needed.

Physical Activities: Handling animals of varying types and temperaments. Frequent lifting and carrying of up to 50 pounds unassisted and more with assistance. Potential for sitting, standing on feet or driving a vehicle for 8 hours or more a day. Kneeling, squatting, bending, cleaning cages (scrubbing/mopping), walking dogs on a leash, animal restraint and handling needles and syringes. Performing data entry and other computer work. Performing physical examinations on animals; Audibly listening and verbally communicating.

April 2025

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. NOCO Humane conducts background checks, DMV checks and requires drug testing of all employment candidates.

We are an Equal Opportunity Employer. Benefits for full-time employees include options for medical and life, dental, vision and supplemental accident insurance; STD/LTD insurance; a matching 403b plan; paid time off (PTO) accrual; 9 paid holidays and more. Benefits for part-time employees include paid time off (PTO); a matching 403b plan and more.