



POSITION: Companion Pet Trainer
DEPT: Happy Paws Humane Pet Training Center
Reports to: Lead Trainer
Status: Non-exempt
Updated: June 2018

This position is Part Time with an expectation to work a maximum of 30 hours per week.

JOB SUMMARY:

Under direction of the Lead Trainer, this position is responsible for organizing and leading companion pet training classes in accordance with Happy Paws' commitment to provide humane and professional animal training while providing excellent customer service to pet owners and caretakers.

RESPONSIBILITIES:

- Lead training classes as set by the Lead Trainer.
- Sell training classes and training merchandise.
- Assist the team with administrative tasks, outreach, and marketing.
- Fully participate in training center efforts to offer all clients superior customer service.
- Carry out the daily cleaning protocols.
- Participate in on-site and off-site events to promote the training center and services offered.
- Offer expertise and support to the Virginia Beach SPCA (VBSPCA) shelter animals, as needed.
- Further professional development by participating in workshops, staff in-service training, committees and team meetings.
- Perform other duties as assigned by the supervisor.

This position performs in accordance with the organization's expectations for animal care, teamwork, and interpersonal relations, and actively contributes to improving service delivery, communication and consistency.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

KNOWLEDGE AND SKILLS REQUIRED:

- High School Diploma or equivalent required.
- Two years of relevant training experience preferred.
- Experience working with animal welfare organizations and basic animal care knowledge required.
- Knowledge of animal learning theory, training, and class room management required.
- Must demonstrate a passion for and commitment to the VBSPCA's mission.
- Customer Service experience required.
- Basic level computer skills using standard Microsoft Office programs such as Word and Excel as well as Google applications required.
- Must be able to communicate clearly about the VBSPCA's mission and the humane care and treatment of animals to the public and staff.
- Must be able to represent the VBSPCA professionally at all times.

- Ability to function well as a team member.
- Valid driver's license required.

ADDITIONAL REQUIREMENTS

- Must be able to work assigned schedule without conflict or tardiness.
- Must have professional presentation and demeanor.
- Ability to prioritize and multi-task in a fast-paced environment.
- Must be self-motivated and able to complete tasks accurately and as directed.
- Attention to detail, quality, and accuracy required.
- Must have strong written and verbal communication skills.
- Must be able to work flexible hours, including evenings and weekends, in a fast-paced setting.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Ability to communicate effectively in English.
- Ability to comfortably interact with animals, including wildlife.
- Ability to restrain animals in a safe and appropriate manner.
- Ability to lift and move up to 50 pounds.
- Ability to clean after animals and deal with offensive odors.
- Able to be exposed to cleaning chemicals and their strong odors.
- Ability to sit, talk, hear, stand, walk, use hands and fingers, handle or operate objects, reach with hands and arms, climb and balance, stoop, kneel, crouch and crawl.
- Ability to handle stress.
- Ability to use a computer and other standard office equipment.
- Must be able to move throughout the building as needed throughout the day.

Virginia Beach SPCA is an equal opportunity employer and does not discriminate against candidates or employees based on race, color, religion, sex, national origin, age, pregnancy, disability, military status, veteran status, genetic history or any other protected status. Virginia Beach SPCA encourages all qualified individuals to apply.

To apply, please submit your cover letter, resume, [VBSPCA Employment Application](#), and professional references to hr@vbspca.com