IFT Kennel Coordinator

Our Culture

We believe in harnessing the power of diversity to create a culture of belonging where all individuals are celebrated and valued for their unique ideas, perspectives, and strengths as a means to achieving personal excellence and organizational success.

Our Values
Lead the Pack: Commit to excellence in all we do
Be the Person Your Dog Thinks You Are*:* Demonstrate integrity to build trust
Work Together, Wag Together: Achieve shared goals while having fun
Keep our Dogs in a Row: Steward all resources efficiently and effectively
Unleash the Power of Diversity: Foster a diverse, equitable, and inclusive organizational culture

The Purpose of Your Role

Coordinates with the Sr. Manager of Reproduction and Kennels and IFT Kennel Technicians to ensure that the dogs under the care of FSD in the IFT (In-for-Training) Kennels receive comprehensive care. Ensure the physical, mental, and emotional wellbeing of the dogs by working with the Kennel Operations team to monitor dogs' physical condition and behavior, provide food, water, exercise, enrichment, and other care as needed. Responsible for maintaining clean, healthy kennel environments in accordance with Colorado's Pet Animal Care Facilities Act (PACFA). Leads Kennel Technicians and Kennel Volunteers and promotes a constructive, supportive work environment. Report to the Sr. Manager of Reproduction and Kennels.

The Skills You Bring

- Passion for helping individuals
- Love of dogs including large breed dogs
- Unwavering dedication to volunteers
- Desire to learn
- Adaptability
- Attention to detail
- Problem-solving skills
- Effective communicator
- Team player
- Proficiency in Microsoft Word, Excel, and Outlook.

Our Investment in You

- Competitive Salary: $23.00- $25.00/hour
- Medical, dental, and vision insurance covered in part by FSD
- 401k plan with company match
- 14 Holidays & Generous Paid Time Off
- Professional Learning Opportunities
- Wagging tails, dog kisses, and puppy breath

The Work You Will Do

The essential functions listed below are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to be completed by the position:

Coordination

- Work closely with the Sr. Manager of Reproduction and Kennels and Kennel Technicians to communicate relevant information in a timely manner and ensure relevant information is communicated to appropriate staff.
- Coordinate Kennel Tech schedules to accommodate tasks and projects and work with Kennel Techs to support completion of departmental goals.
- Work closely with the Health Department, Sr. Manager of Reproduction and Kennels and Kennel Techs to ensure medication administration, feeding instructions, husbandry tasks, and other health plans are being followed and completed and all health concerns are being communicated and addressed in a timely manner.
- Work closely with the Sr. Manager of Reproduction and Kennels to coordinate staffing coverage and address staff needs, issues, and concerns.
- Work with the Volunteer Coordinator to coordinate weekend fostering including coordinating dog intros, dog go-home supplies and medications, and ensuring the appropriate information is communicated to Kennel Techs, Fosters, and other staff.
- Work closely with the Sr. Manager of Reproduction and Kennels and Puppy Development Department to coordinate puppies returning from the Prison Trained Canine Companion Program (PTKCP), puppies needing onsite kenneling, dogs returning to FSD for training (IFT), and any other boarding needs.
- Work with the Volunteer Coordinator and Sr. Manager of Reproduction and Kennels to schedule and lead Kennel Volunteer orientations and trainings onsite on an as needed basis.
- Work with Kennel Techs to direct and coordinate volunteers onsite.

Dog Care

- Monitor the overall health and behavior of each dog and report any concerns in the kennel management database and to the Animal Health Department.
- Monitor the behavior of each dog and report any concerns to the Sr. Manager of Reproduction and Kennels, Trainers, Training and Client Services Manager and Health Department accordingly.
- Work with Sr. Manager of Reproduction and Kennels and Animal Health Coordinator to provide the appropriate quantity and type of food and supplements given to each dog and communicate relevant information to Kennel Techs, Trainers, and Fosters.
- Work with Health Coordinator and Kennel Technicians to ensure medications are administered to dogs as needed and documented in Salesforce. Ensure relevant medication and treatment information is communicated to appropriate staff and volunteers.
- Work with Sr. Manager of Reproduction and Kennels, Kennel Techs, and Volunteers to coordinate, track, and ensure appropriate enrichment and husbandry of each dog.
- Work with Sr. Manager of Reproduction and Kennels and Kennel Techs to coordinate dog and puppy movement in the kennels including creating and following plans and strategies for successful kenneling.
- Communicate any personnel or kenneling issues to the Sr. Manager of Reproduction and Kennels.
- Effectively communicate important information about dogs and puppies to Dog Operations staff as needed.

Kennel Care

- Follow biosecurity protocols for the dog kennels, perimeter kennel areas, and play yards that meet PACFA regulations and ADI standards.
- Ensure daily cleaning, sanitizing and setup of all indoor and outdoor dog kennels and crates, perimeter kennel areas, play yards; and daily cleaning of bedding, food and water bowls.
- Ensure completion of daily, weekly, monthly cleaning tasks/schedules.
- Ensure safe, appropriate use, storage, and maintenance of cleaning chemicals, products, and equipment.
- Ensure all supplies are in good condition and safe for use by dogs.

- Monitor and track kennel inventory and coordinate Sr. Manager of Reproduction and Kennels to order supplies to ensure needed resources are available to Kennel Technicians.
- Ensure Kennel Techs are utilizing, maintaining, and updating dog care boards, tracking sheets, and database information.
- Maintain husbandry, bathing, and grooming schedules and ensure appropriate care is provided to all dogs.
- Report any facilities issues to the Sr. Manager of Reproduction and Kennels.

Other

- Train new Kennel Tech staff.
- Create departmental protocols and procedures to be communicated to staff and implemented on an as needed basis.
- Input observations and incidents into Salesforce in a timely manner.
- Work closely with the Health Coordinator to ensure health information tracking, treatment plans, and protocols are communicated and followed by kennel staff.
- Participate in staff meetings, events, and continuing education as requested.
- Run and assist in playgroups.
- Assist with dog care, kennel care and cleaning.
- Assist in any area of Dog Operations as needed.
- Drive company vehicles to transport dogs or other Organization needs.
- Any other duties that may be assigned

Work Environment & Physical Demands

This role transitions between a professional office and a high-energy dog kennel environment, requiring the ability to manage noise levels ranging from moderate to loud. The employee is frequently required to stand, bend, stoop, kneel, crouch, crawl and perform a variety of physical motions with his or her hands, arms, shoulders, and legs to care for and train dogs. The employee is often on her or his feet and is often required to walk; escort visitors or volunteers in or around the kennel areas; and climb or balance. The employee is to communicate regularly with others. The employee must be able to manipulate and use all equipment and tools necessary to care for dogs, including leashes, medicines, locking mechanisms, and dog toys. The employee must have the ability to rapidly use computer equipment, printers, copy machines, and other general office machines. The employee will work in proximity to cleaning agents and disinfectants and must be able to follow instructions for the use and storage of these chemicals.

Occasional driving in an organization vehicle is expected. Valid drivers license is required.

Position Type and Expected Hours of Work

This is a full-time, non-exempt position consisting of approximately 40 hours of work per week. Regular days and hours of work include Tuesday- Saturday 8am- 5pm. This position will require working holidays, weekends, and being open to working additional shifts on an as needed basis.

Required Education, Experience and Competencies

- Three (3) years experience working with animals in a shelter, animal hospital, or animal care environment.
- Working knowledge of preventative, non-emergency, and emergency animal health care.
- Understanding of canine behavior and learning theory.
- Proficiency in Microsoft applications (excel, word, powerpoint).
- Experience working with volunteers.

Preferred Education, Experience and Competencies

- One (1) year supervisory experience.

- Experience with Salesforce.
- Nonprofit work experience.
- Associates or Bachelors Degree in animal behavior, biology, zoology, related field or related experience.

Work Authorization

Must be authorized to work in the United States.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Essential and marginal job duties, responsibilities and activities may change at any time with or without notice.

Equal Opportunity Employment

Freedom Service Dogs is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants, clients, graduates or employees on the basis of race, color, creed, national origin, sex, age, religion, marital status, sexual orientation, gender identity or expression, veteran status, physical or mental disability, or any other status protected by state or local law.