

**Job Title:** Evaluation Team Coordinator

Regular Full Time

**Range Minimum:** 12.99/hour

Non-Exempt Position

**Opening Date:** February 12, 2010

**Closing Date:** March 31, 2010

(Open until filled)

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## PRIMARY RESPONSIBILITIES:

- Evaluates all incoming animals in a manner consistent with the League's evaluation, rehabilitation, foster, adoption and transfer policies and procedures.
- Monitors the shelter population to maintain the integrity of the adoptions program and alerts management to potential population issues that may compromise the League's programs.
- Coordinates care for animals requiring special handling, including transfer, behavior rehabilitation and foster programs.
- Maintains positive cooperative relationships with Animal Behavior, Veterinary Services, Foster and Kennel staff to promote a team effort in evaluating and managing animals in the shelter.
- Assists with the training, coaching and development of staff including demonstrating evaluations and being a resource for employees with evaluation questions. Communicates problems to the Evaluation Team Supervisor or appropriate department manager.
- Responds in a timely and professional manner to phone calls and requests for assistance.
- Performs euthanasia on a rotating basis.

## EDUCATION/EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent.
- Minimum one year animal handling experience including evaluation and breed identification.
- Ability to utilize effective problem solving/decision-making skills. Demonstrated organizational skills.
- Demonstrated ability to work in a fast-paced environment.
- Computer literate in a Windows environment to perform work and train others.
- Excellent interpersonal and written communication skills.
- Must possess a valid Colorado driver's license and insurable driving record.

## WORKING CONDITIONS:

Works in an area with a high noise level. Frequent 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.

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## 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](http://www.ddfl.org/help_wanted.htm) or email resume to [hr@ddfl.org](mailto:hr@ddfl.org)

