



Pawsitive Match Rescue Foundation

BEHAVIOUR COORDINATOR

The Role

Location	Remote, On-Site	Reports To (Primary)	Foster Director
Weekly Time Commitment	10-20 hrs, variable	Reports To (Secondary)	Medical Director Shelter Director

The Behaviour Coordinator oversees and supports behavioural assessments, training plans, and enrichment programs for animals in care using force-free methods. This role ensures that animals receive the support they need to thrive in foster care and find successful, lasting adoptions. The Behaviour Coordinator works collaboratively with internal teams and external professional trainers to implement effective behaviour modification strategies.

The Responsibilities

- Provide guidance to shelter volunteers and fosters on basic training and behaviour modification.
- Respond promptly and professionally to emails in the shared inbox.
- Enlist professional trainers for animals needing advanced behavioural support, ensuring alignment with Pawsitive Match standards.
- Summarize concerns and provide trainers with necessary context for behavioural cases.
- Attend or follow up on training sessions to ensure reports and action plans are received.
- Track and approve additional training sessions as needed.
- Update the Animal Shelter Manager (ASM) system with behavioural concerns, incident reports, trainer reports, and recommendations in a timely manner.
- Communicate behavioural updates to relevant teams, including



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shelter, foster, medical, and adoption teams.

- Act in good faith to serve the best interests of Pawsitive Match Rescue Foundation.

The Person

- A community member in good standing.
- Strong decision-making and problem-solving skills.
- Effective communication skills.
- Committed to ethical practices and effective conflict resolution.

Experience & Qualifications

- Familiarity with rescue animals is required.
- Ability to work collaboratively and independently while ensuring timely progress.
- Animal Related Skills - Dog/Cat Behavioural Assessment and Training
- Animal Related Skills – Intermediate to Expert Animal Handling
- Animal Related Skills - Comfortable Interacting with Cats/Dogs.
- Administrative Skills - Computer Skills (Intermediate+)
- Administrative Skills - Google Workspace
- Professional Writing Skills/Experience is an asset.
- Public Relations & Community Engagement Skills/Experience is an asset.
- Training & Mentorship Experience is an asset.