



Pawsitive Match Rescue Foundation

SHELTER TRAINING

COORDINATOR

The Role

Location	Remote/On-Site	Reports To	Shelter Director
Weekly Time Commitment	2-6 hrs, variable	Direct Report(s)	Shelter Volunteers

The Shelter Training Coordinator provides training and educational resources for shelter animals, volunteers, and fosters. This role ensures the smooth implementation of training programs, fosters collaboration with the Behaviour and Shelter Teams, and serves as a key resource in improving behavioural outcomes for animals in care. The Shelter Training Coordinator is instrumental in preparing animals for adoption by equipping them with essential skills and helping volunteers better understand their needs.

The Responsibilities

- Guide volunteers through the shelter training process.
- Administer theory training sessions.
- Manage the training email account and respond to volunteer inquiries.
- Oversee the training process, including practical training, buddy shifts, and shift lead training.
- Stay up to date with shelter policies and procedures applicable to Pawsitive Match Rescue Foundation.
- Regularly update the training curriculum to reflect best practices and shelter needs.

The Person

- A community member in good standing.
- Strong leadership and communication skills, with the ability to guide



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and mentor volunteers.

- Patient and adaptable, able to adjust training methods based on volunteer experience levels.
- Organized and proactive in managing training schedules and materials.
- Able to work collaboratively with the shelter team while also taking initiative.
- Passionate about animal welfare and volunteer development.

Experience & Qualifications

- Minimum of two years of regular volunteer experience at the shelter, preferably in a Shift Lead capacity.
- Strong knowledge of House of Paws procedures and protocols.
- Experience as a Practical Trainer, in volunteer engagement, customer service, or conflict management is considered an asset.
- Familiarity with the "Better Impact" program or scheduling software is an asset.
- Experience working with diverse communities is an asset.
- Training & Mentorship Experience is ideal.
- Animal Related Skills - Basic Animal Handling is an asset.
- Administrative Skills - Computer Skills (Intermediate+) is an asset.
- Administrative Skills - Google Workspace is an asset.
- Screening Applications & Conducting Interviews is an asset.
- Professional Writing Skills/Experience is an asset
- Public Relations & Community Engagement Skills/Experience is an asset.