



## **Foster Coordinator - Position Description**

### **About Retrieving Freedom, Inc:**

Retrieving Freedom, Inc is an Assistance Dogs International (ADI) accredited organization changing lives through the training and placement of service dogs for veterans with disabilities and children with autism. Founded in 2011, Retrieving Freedom has placed more than 150 teams out of their two campuses, in Sedalia, Missouri and Waverly, Iowa. All dogs are tailor trained for their clients and are placed at no cost to the clients served.

**Position Type:** Full time, non-exempt, 40 hours per week

### **Benefits:**

- Medical, dental, and vision insurance covered in part by employer
- Matching retirement plan
- Cell phone stipend
- Vacation and paid holidays

**Compensation:** \$21-22 per hour

**Location:** Waverly, Iowa

### **Primary Function and Responsibilities:**

The Foster Coordinator is the main point of contact for all Volunteer Foster Raisers and is responsible for the education of Service Dog in Training puppies between the ages of 8 weeks and 16 months. They will build and maintain positive relationships with Foster Raisers, recruit new Foster Raisers, teach bi-monthly and one-on-one classes, and create and execute training plans. The Foster Coordinator will be knowledgeable in early-stage canine behavior, learning theory, socialization, exposure, and learning and be committed to using positive training and behavior modification techniques. They will have strong skills in organization, public speaking, team building, and data documentation, and canine training.

### **Specific Responsibilities:**

- Lead Volunteer Foster Puppy Raisers and help them meet established goals through proactive support and education
- Schedule and instruct group and one on one Foster Puppy Classes to prepare and continually assess Foster puppies for success as potential Service Dogs

- Create, monitor, and help Foster Puppy Raisers execute training and behavior plans for Foster puppies
- Recruit, hold orientation classes for, and manage Foster Puppy Raisers to align with program goals
- Ensure submission and review of Foster Puppy Raiser documentation, including any necessary medical and behavioral information on Foster puppies
- Safeguard the health and wellbeing of Foster puppies, including routine, ongoing, and urgent medical care decisions
- Implement and monitor effectiveness of written curriculum for Foster puppies between the ages of 8 weeks to 16 months to include basic obedience, socialization, exposure training, public access training appropriate for developmental and training levels, health care, and grooming
- Coordinate transportation needs of Foster puppies
- Document assessments, evaluations, training notes, veterinary care, and any volunteer or dog related events and record within online database
- Maintain inventory of supplies needed for Foster Puppy Raisers
- Work with other staff members to temperament test incoming Foster puppies, assign and schedule Foster puppies with approved Foster Puppy Raisers, coordinate needed veterinary services, and make career recommendations for puppies
- Communicate with Program Manager regarding Service Dog in training behaviors, health concerns, training progress, and management of release dog applications and placements
- Participate in public awareness events and facility tours
- Other tasks as assigned

**Qualifications:**

- Bachelor's degree or task / trade specific schooling / experience preferred
- 2 or more years' experience in relatable dog training
- Demonstrate excellence in organizational, communication, leadership, time management, and interpersonal skills
- Demonstrate excellence in written skills
- Self-starter with the ability to lead others and work independently
- Work evenings and weekends as needed

**Physical requirement / work environment:**

- Some travel required
- Able to stand, walk, bend, and / or stoop for extended periods
- Able to safely lift 50 pounds and team lift items weighing more than 50 pounds
- Able to safely handle, hold, and restrain active dogs weighing up to 110 pounds

**Equal Opportunity Employer Statement**

Retrieving Freedom is an equal opportunity employer. We are committed to fostering a diverse and inclusive workplace where all individuals are treated with respect and fairness. Employment decisions are based on qualifications, merit, and business needs, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other protected status under applicable laws.

We believe that diversity and inclusion drive innovation and success, and we encourage individuals from all backgrounds to apply. If you require accommodation during the hiring process, please let us know, and we will make every effort to assist you. Join us in creating a workplace where everyone has the opportunity to thrive.

**Interested in applying? Please contact Director of Training, Katie Ruiz via email: [katie@retrievingfreedom.org](mailto:katie@retrievingfreedom.org)**