



Job Description

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| JOB TITLE: | Director of Canine Programs |
| FSLA STATUS: | Salary, Hourly Exempt |
| WORK SCHEDULE: | Full-Time, Hours may vary |
| REPORTS TO: | Chief Impact Officer |

Job Summary

Clear Path for Veterans, Inc. (CPV or Clear Path) is a community-based organization delivering world class, holistic programs and services to veterans and their families without condition. The incumbent in this position oversees all canine program development, operations, and sourcing at Clear Path for Veterans (CPV). In this capacity, this position coordinates the training and hiring of staff, acts as a team leader and facilitator, organizational motivator, and facilitates effective communication throughout the organization when possible. This position helps to identify training and developmental needs that build loyalty to the organization's culture and supports resource development. This position aligns all canine programming efforts and may be required to participate in other program development. This position understands, honors, and supports the organization's mission, vision, values, and principles, and clearly articulates the organization's function while also having demonstrated success as a supervisor in the organization. The Director of Canine Programs reports to the Chief Impact Officer.

Primary Functions

Management of Program Components

1. Monitors, evaluates, and adjusts program efficacy.
2. Operates to and maintains the standards of Assistance Dogs International (ADI) and other desired accreditations. Identifies and cultivates opportunities and relationships that enhance the program and advances the organization's goals.
3. Participates in other program development as needed to ensure integration and compounding benefit for all Veterans participating in the canine program.
4. Identifies research opportunities that enhance programs and funding.
5. Schedules staff training/development classes as needed (both canine training and staff development training).
6. Identifies and leverages resource opportunities for the program.
7. Supports and collaborates with other program directors and leads.

Management, Team Building, Leadership, and Relationships

1. Ensures effective and timely recruiting, interviewing and assessment of job candidates, contractors, including collaborating with others to make the best hiring decisions as requested.
2. Manages time-to-hire so as not to leave positions unnecessarily vacant.
3. Oversees the new employee orientation process and ensure training of all canine program staff is up to date and relevant. Participates as needed.
4. Effectively evaluates the performance, skills, and professional development needs of all direct reports.
 - a. This includes a regular schedule of formal performance evaluations, training, and mentorship

- b. Ensure CPV culture is maintained.
5. Holds meetings with Canine Program Managers and Senior Managers on a frequent basis.
6. Evaluates and monitors the activities of canine volunteers including subgroups (councils, committees, etc.).
7. Develops and maintains positive relationships with other community organizations, including but not limited to, canine-related outreach.
8. Functions as community liaison for a variety of events involving Clear Path for Veterans including, but not limited to, media, fundraising, and speaking engagements.
 - a. Coordinates and oversees appearances of veterans and service dog teams, ensuring proper selection of participants and representation of the CPV message.
 - b. Participates as needed with the Clear Path team in fundraising and other events on and off-site.
 - c. Develops and maintains relationships with like-minded organizations at the local and national levels.

Administrative and Miscellaneous

1. Oversees the development of:
 - a. Resource and staff development strategies
 - b. The Canine Program Standard Operating Procedure, ensuring it remains current, relevant, and adhered to across the enterprise.
 - c. Training books and materials for new program participants that will aid in their successful completion of the program.
2. Works with the Chief Impact Officer and the Controller to develop and manage the budget. Explain and justify budget variances.
3. Identifies and completes continuing education to ensure CPV remains current with changing Laws and techniques unique to the field.
4. Coordinates with the marketing team to provide updated and appropriate content for use on CPV platforms and media outlets to ensure unity of message.
5. Attends and actively participates in staff meetings as requested.
6. Produces reports as needed:
 - a. Board reports
 - b. Other reports as requested by management
 - c. Present reports in person when needed
7. Identifies potential donor opportunities
8. Identifies grant opportunities that align with the strategic goals of the Canine Program and CPV enterprise. Write and manage grants when needed.
9. Participates in capital campaign efforts as requested.
10. Exhibits maximum flexibility in responding to emerging needs.
11. Completes other duties or tasks as assigned (or needed) to complete job responsibilities and/or support Clear Path's mission.

Education and Experience Needed

1. Bachelor's degree in a relevant field, OR a combination of experience and education in organizational leadership and development.
2. 5+ years' proven successful experience in the assistance dogs industry.
3. 5+ years' proven experience managing medium to large cohorts of canines and assigned handlers.
4. Experienced in fund development including grant seeking/applying/reporting procedures.
5. Experienced in project management with cross functional teams.
6. American Kennel Club Canine Good Citizen Evaluator certification preferred.
7. Background in training service dogs preferred.
8. Supervisory and managerial experience with diverse teams.
9. Experienced in program management, specifically in producing supporting metrics.
10. Experience working with or maintaining extended associations with Veterans preferred.

Skills, Knowledge, and Abilities Needed to Perform Effectively in the Position

1. Thorough knowledge of the service dog industry and accreditation standards.
2. Good knowledge of the sources for funding in the industry.
3. Good knowledge of canine behavior and communication.
4. Good knowledge of grant administration, the grant-writing process, and contracts.
5. Good knowledge of financial processes, including budgeting.
6. Knowledge of Military and Warrior culture.
7. Understanding of and commitment to Clear Path's mission, policies, and protocols.
8. Above average understanding of resource management as it relates to staff and finances
9. Superior interpersonal and communication skills.
10. Exceptional organizational skills.
11. Leadership style that offers creativity and innovation to promote ideas and outcomes.
12. Respect, interest, and concern for the wellbeing of canines in the program.
13. Computer literacy and the ability to operate office equipment sufficient to perform the functions of the job.
14. The ability to be compassionate yet firm and exercise good sound judgment.
15. Ability to exhibit passion and support for the Clear Path Veterans mission.
16. Ability to work with a diverse group of people.
17. Above-average ability to problem solve.
18. Ability to supervise in a manner conducive to full performance and high morale.
19. Ability to understand and work with PTS, MST, and TBI in Veterans.
20. Ability to travel and work flexible hours including weekends.
21. Ability to exhibit passion and support for the mission of Clear Path for Veterans.

Additional Requirements

1. May be required to work weekends, and evenings as needed.
2. Participate in special events as required.
3. Required to travel to chapter and affiliate locations as strategically defined.
4. Attend conferences and networking opportunities on a frequent basis.

Work Location

Work locations will vary depending on day-to-day tasks and responsibilities. As a Nationally focused position, it is not required to remain fixed and/or full-time at a designated location. Working remotely/hybrid may be required to increase efficiency and not impede on day-to-day operations of chapter/affiliate Canine Program site locations.

Job-related Physical Abilities needed to perform the job in a satisfactory manner

Must possess speech and hearing sufficient for telephone and in-person communications. Manual dexterity is sufficient for constant use of computer keyboard and other office equipment. Vision sufficient for frequent use of a computer monitor, developing and reading paperwork. Must be able to stand and be actively mobile for extended periods of time, including bending, stooping, reaching, running, balancing, etc. Must be able to lift a minimum of 35 lbs.

- *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

Expectations

1. Ensure all Clear Path for Veterans employees conduct themselves in a professional manner towards others including but not limited to; Veterans, volunteers, other Clear Path employees, and visitors.
2. Ensure that Veterans, volunteers, employees, or visitors have a positive experience with Clear Path.
3. Supports and promotes the Clear Path mission.

- 4. Adheres to Clear Path for Veterans policies and procedures.
- 5. Promotes teamwork amongst coworkers.
- 6. Meets or exceeds expected performance standards, including consistently reporting to work on time prepared to perform the duties of the position.

My signature below indicates that I have read and fully understand the job description as stated above and agree to adhere to such duties and responsibilities as indicated. My signature also indicates that I meet the qualifications stated above. I also understand that I am responsible for adhering to company policies and procedures as written and updated. I am aware that lack of adherence or refusal to perform my responsibilities in accordance with the procedures of this job description may result in termination of my employment with the Clear Path for Veterans, Inc. I understand that this is not an employment contract and that my employment with the organization is not guaranteed.

(Employee Signature) (Date)

(Employee Print Name) (Date)

The supervisor's signature below indicates that the above job description has been read and explained to the employee above:

(Supervisor Signature) (Date)

(Supervisor Print Name) (Date)

Received by HR _____ / _____
Initial/Date