



NEW LIFE K9S

SERVICE DOGS

Job Title:	New Life K9s Puppy Raiser Coordinator	Hourly Starting Pay:	\$24-28
Department:	New Life K9s	Travel Required:	Yes
Location:	San Luis Obispo, CA	Position Type:	Full-Time

Job Summary:

Under the supervision of the Program Manager, the Puppy Raiser Coordinator supports the continued development, organization, and oversight of the Puppy Raiser Program at New Life K9s. This role is responsible for recruiting, training, supporting, and retaining volunteer puppy raisers while monitoring the development and progression of puppies within the program.

The Puppy Raiser Coordinator serves as the primary point of contact for volunteer puppy raisers and plays an active role in puppy placement, training support, evaluations, scheduling, documentation, and community outreach. Strong communication, organizational, public speaking, and problem-solving skills are essential. A thorough understanding of puppy development, assistance dog training, and volunteer engagement is required.

This role actively participates in puppy program operations, including leading classes, coordinating outings and evaluations, supporting volunteer raisers, and maintaining detailed program records.

Role and Responsibilities

- Oversee the day-to-day coordination and administration of the Puppy Raiser (PR) Program
- Recruit puppy parents
- Review puppy parent applications and contact applicants for initial interview
- Host puppy parent orientations for screened applicants
- Track status and progress of puppy parents on database
- Contact each puppy parent once per week by email for check-ins
- Monitor all puppies within the PR program throughout each stage of development
- Contact puppy parents who do not complete their updates on the portal and track notices on database
- Assist each puppy parent on an outing at least once per month (may need more frequent depending on puppy parent/dog)
- Organize and plan group outings for puppy parents to attend
- Match puppies with volunteer raisers
- Document outings on New Life K9s Portal
- Create weekly drop-off and pick-up dog schedule
- Participate in puppy parent meetings



- Meet with New Life K9s educators once per month for education and review of puppy parent's progress/status
- Schedule vet appointments and assist with transporting dogs to and from vet appointments or coordinating with assigned puppy parent
- Help plan and organize puppy parent socials (for all puppy raisers and/or designated location teams)
- Promote the Puppy Raiser Program within the community

Qualifications and Education Requirements

- 2–5 years of professional experience in positive reinforcement dog training, marker training, or behavior modification
- A degree in Animal Science, Animal Behavior, Psychology, or a related field is heavily preferred
- Advanced understanding of canine learning theory, behavioral development, and positive reinforcement
- Ability to evaluate puppy temperaments, identify behavioral issues (like fear or aggression), and implement corrective training plans
- Strong written and verbal communication skills to lead workshops, provide constructive feedback, and communicate program guidelines
- Experience hosting both individual and group training sessions

Additional Notes

- This is a 40-hour-per-week full-time position, Tuesday through Saturday
- The position will be paid hourly
- Work in person with the ability to commute to San Luis Obispo, CA
- All hours should be tracked using a workforce management platform called Rippling
- Traveling to meeting and outing locations is required
- May be required to travel to California State Prisons; must be able to be granted clearance onto grounds
- Ability to safely lift heavy dogs/equipment, bend, stand for long periods, and physically restrain dogs when necessary
- Reports directly to the New Life K9s Program Manager

Benefit Notes

- 15 days of Paid Time Off (PTO) per year (can be used for vacation or sick time).
- Free daycare, boarding, and grooming services for your own pets at Thousand Hills Pet Resort.
- 25% off pet dog training services at Gentle Touch Pet Training.
- 6 paid holidays (Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas, New Year's).
- \$130 monthly health insurance premium reimbursement program (QSEHRA).



How to Apply

- Please upload your resume and apply through our website at <https://www.newlifeK9s.org/employment>