



Alumni Advisor

Description

The Guide Dog Alumni Advisor is a certified GDMI serving as the main point of contact for graduate needs as well as primary assessors of new applicants.

Responsibilities:

- Act as the main point of contact for all graduate needs
- Provide guidance and instruction in person, over the phone, and via email for teams encountering working problems in the field
- Provide wellness visits for graduated teams as seen fit
- Record activities and outcomes in appropriate database
- Conduct phone and in-home interviews to help determine applicant eligibility
- Provide home training for new students and returning graduates as needed
- Occasionally responsible for training and evaluating dogs as assigned
- Occasionally responsible for feeding and exercising dogs and providing other general care such as grooming and medicating as assigned
- Provide demonstrations on and off campus to educate members of the public on guide dogs and Dogs Inc
- Attend conferences and/or other networking events on behalf of Dogs Inc
- Occasionally assist with on campus class training
- Maintain a high level of physical fitness to safely perform the range of duties required of the position
- Provide customer service and exceptional experiences to students, applicants, graduates, volunteers, members of the public, and visitors to Dogs Inc



- Travel will be required upwards of 50% of the time. Advisors are responsible for making their own travel arrangements including appointments, flights, vehicles, and hotel accommodations. Expense reports must be submitted in a timely manner.
- Communicates regularly with the Guide Dog Program Director, program team members, Canine Care, and Medical teams, immediate team members, and on- and off-campus volunteers to support program needs.
- Interacts with members of the public to provide information and education about service dogs and Dogs Inc.
- Maintains a collaborative, positive attitude; accepts feedback, works independently with initiative, follows instructions, and demonstrates reliability through strong attendance.

Qualifications

- Certified GDMI from an accredited IGDF program
- At least 3 years of consecutive guide dog training experience and student instruction with an IGDF accredited program
- Strong instructional skills and interpersonal skills
- Strong organization skills
- Candidates who live outside the Palmetto area may be asked to participate in an on-campus interview and skills assessment as part of the selection process.

Responsibility for People

Assist Guide Dog Program Director and Guide Dog Managers in training and mentoring Apprentice Instructors as assigned.

Responsibility for Money



This job does not have responsibility for developing, overseeing or monitoring a budget. This job has responsibility for training and kennel equipment of an estimated \$100,000 value and a low credit limit credit card.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before members of the public, students, graduates, applicants, volunteers, and other employees.

Mathematical Skills

Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals. Ability to perform calculations in standard measures of American currency and weight, volume and distance.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

Computer Skills

The following computer skills are required to perform essential duties of the job:

- Ability to use basic levels of Microsoft office including Outlook and Excel
- Ability to read data from a database such as International Working Dog Registry (IWDR) and ProVet

Certificates and/or Licenses



The following licenses or certificates are required to perform the essential duties of the job:

- Valid Driver's License
- Certified Guide Dog Instructor according to International Guide Dog Federation trainer standards
- CPR/ AED/ First Aid Certification (can be completed upon hire)

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below are representative of those that must be met to successfully perform the essential functions of this role.

Physical Demands

- Primarily sedentary (sitting for extended periods)
- Regular standing and/or walking
- Frequent use of hands for typing, handling, or operating equipment
- Bending, reaching, stooping, kneeling, or climbing as needed
- Lifting and/or moving items up to 40 pounds independently and 80 pounds with a co-worker
- Visual and auditory ability to communicate and perform job duties

Work Environment

- Office / administrative setting
- Outdoor work required up to 50% of the time
- Exposure to animals
- Exposure to noise, odors, chemicals, or cleaning agents
- Temperature extremes (hot/cold environments)



- Travel will be required (exact amount of travel required will depend on which region the Guide Dog Alumni Instructor is assigned to); Guide Dog Alumni Instructors will be expected to travel out of state at a minimum of 50% of their working time

Resource Development & Marketing

At Dogs Inc, every team member helps tell our story. We may occasionally ask you to welcome guests, support tours, or talk about your work. These moments power our fundraising, strengthen our mission, and help sustain your pay and benefits. It's something we share—and take pride in.

Why Join Dogs Inc?

- At Dogs Inc, we don't just change lives—we transform them. When you join our team, you'll get:
- Comprehensive Benefits: Full dental and vision insurance premiums covered, competitive medical coverage, and a \$15,000 life insurance policy.
- Retirement Match: A discretionary retirement plan match for all benefit-eligible employees after one full year of employment.
- Campus Perks: Free access to our fitness center and chef-prepared lunches served on campus (Monday-Friday)
- Time to Recharge: Generous Paid Time Off policies (12-20 days/year based on tenure) Enjoy 14 paid holidays—including your birthday!
- Reward-Based Programs: Many opportunities to earn additional Paid Time Off.
- Dog-Friendly Workplace: Bring your well-behaved, pre-screened dog to work and enjoy the ultimate companion-friendly environment.

How to Apply

Apply through our website: <https://dogsinc.org/get-involved/careers/job-openings/>

Please include a cover letter and resume.