



Puppy Raising Regional Manager

Dogs Inc Main Campus - Palmetto, FL 34221

Description

The Regional Manager provides training, coaching, and support to volunteer puppy raisers to help puppies develop the skills and behaviors needed for Freshman Orientation. This position conducts group and individual training, evaluates puppy progress, collaborates with volunteer leaders, and promotes compliance with established training standards. Although the role includes hands-on work with dogs, it is primarily focused on teaching, guiding, and building effective relationships with volunteer puppy raisers.

Work Location: This position may be performed through a campus-based, hybrid, or remote arrangement, as approved by the organization and based on business needs. Regardless of the approved work arrangement, regular in-person engagement and travel throughout the assigned territory are essential components of the position; therefore, candidates who reside in Georgia are strongly preferred.

Travel & Schedule: If local to the region, regular local travel throughout the assigned territory would be required. Occasional overnight travel may also be required based on business needs. The position must be available to work evenings and weekends as needed to support puppy raisers, club meetings, training sessions, and organizational events.

- *Business-related travel expenses are reimbursed in accordance with Dogs Inc policy.*

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Puppy Training and Development

- Provide training, education, and direct support to volunteer club leaders and puppy raisers in accordance with established training protocols.



- Conduct Walk & Talk assessments, evaluate puppy progress, document findings, and adjust training plans as appropriate.
- Develop individualized training strategies to address behavioral or developmental challenges.
- Provide guidance on early socialization, foundational skills, behavior modification, and preparation for advanced training.
- Monitor puppy development and identify concerns requiring additional intervention or collaboration with other program teams.
- Exercise independent judgment when recommending training approaches and determining the appropriate level of support for individual puppies and raisers.

2. Volunteer and Club Engagement

- Participate in puppy club meetings, orientations, training sessions, and community events.
- Serve as an ongoing training and educational resource for volunteer club leaders and puppy raisers.
- Build and maintain positive relationships with volunteers through regular communication, coaching, training, and follow-up.
- Encourage engagement and collaboration among puppy raisers through interactive training sessions and check-ins.
- Monitor puppy clubs for alignment with organizational policies, program expectations, and established training standards.
- Address volunteer questions and concerns and escalate significant issues when appropriate.

3. Collaboration and Program Support

- Collaborate with Senior Regional Managers and other Puppy Raising team members to promote consistent and effective training practices.



- Communicate with the Training and Genetics and Reproduction teams, as appropriate, to share behavioral observations, puppy-development information, and program updates.
- Maintain accurate and timely puppy-training records and submit reports needed to support program evaluation and decision-making.
- Provide monthly reports regarding dogs in training on campus to club leaders for distribution to puppy raisers.
- Participate in team meetings, ongoing professional development, and organizational training.
- Support tours, guest visits, fundraising activities, and other mission-related events as requested.
- Perform other duties as assigned to support the needs of the department and organization.

Qualifications

- 2+ years of experience in dog training, animal behavior, and/or volunteer coordination.
- Strong understanding of positive reinforcement training techniques.
- Excellent communication, interpersonal, and organizational skills.
- Ability to work evenings and weekends as needed.
- Local travel required for in-person training and club support.

REQUIREMENTS

People: This position does not directly supervise paid employees. It provides functional oversight, coaching, and guidance to volunteer club leaders and puppy-raising clubs that may include approximately 30 to 40 volunteers.

Financial: Must accurately track business mileage and expenses and submit monthly expense reports in accordance with organizational procedures.



Language: Must be able to communicate effectively in English, both verbally and in writing.

Reasoning: Must be able to evaluate puppy behavior, identify training needs, solve problems, make sound recommendations, and adapt training strategies based on individual circumstances.

Technology: Proficiency with Mac computers, Microsoft 365 applications, video-conferencing platforms, and electronic recordkeeping systems.

Certification: Certified Professional Dog Trainer–Knowledge Assessed (CPDT-KA) certification or an approved equivalent is preferred. An employee who does not hold the required certification at the time of hire must obtain it within the timeframe established by Dogs Inc.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work-environment characteristics described below are representative of those encountered while performing the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals to perform the essential functions.

Physical Demands:

- Frequently sit for extended periods
- Regularly stand and/or walk
- Use hands for typing and occasionally to frequently handling program puppies.
- Bend, reach, stoop, or kneel as needed
- Occasionally lift, carry, or move items weighing up to 50 pounds, with assistance or appropriate equipment when needed.
- Communicate and exchange information effectively while performing job duties.

Work Environment:

- Office or administrative settings.
- Home-office or remote-work settings, when approved.



- Indoor and outdoor training environments.
- Community meeting spaces and event locations.
- Regular exposure to dogs and other animals.
- Exposure to hot and cold weather conditions.

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.