Service Dog Instructor - 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: $26 per hour. Commensurate with experience

Location: Waverly, Iowa

Primary Function and Responsibilities:

The Service Dog Instructor role is two-fold, assessing and training potential service dogs as well as clients seeking to receive a service dog from our program. Using positive training and behavior modification techniques, the Service Dog Instructor will prepare dogs for placement with veterans or children with autism clients. They will also interview potential applicants, instruct new handlers, and follow up with graduates. The Service Dog Instructor will have strong skills in leadership, time management, canine health and handling, and interpersonal skills.

Specific Responsibilities:

- Train Service Dogs in training to proficiency for placement, completing assessments and evaluations including temperament, obedience, retrieval, tether, and finals skills tests
- Responsible for monitoring and maintaining dog health, care, exercise and wellness of all assigned dogs
- Assess Service Dogs in training for behavior, disposition, and skills appropriate to current training stage and for future placement
- Identify and communicate temperamental, behavioral and health issues and ensure the application of

appropriate solutions

- Collaborate with Director of Training and staff regarding Service Dogs in training learning timelines and readiness to begin working with clients
- Lead Foster Puppy and partnering program classes to advance Stage 1 Service Dogs in Training.
- Assist with training Foster Puppy Raisers, volunteers, and staff on appropriate Service Dog in training handling and kennel behaviors
- Maintain inventory of training supplies
- Assist with applicant in-person interviews and needs assessments
- Conduct one-on-one or group client training classes about Service Dog training, handling, care, and public access
- Primary contact for all off-site home visits, training, and placements
- Perform graduate team follow-ups, recertification, and ongoing support
- Document assessments, evaluations, training notes, and any client or dog related events and record within online database
- Participate in public awareness events and facility tours
- Other tasks as assigned

Qualifications:

- Bachelor's degree or task / trade specific schooling / experience required
- 3 or more years' experience in relatable dog training required
- Experience working with individuals with disabilities, particularly PTSD and autism, preferred
- Completion of an apprenticeship programs through an ADI accredited organization, preferred
- Preferred knowledge of and experience with Assistance Dogs International regulations
- Demonstrate excellence in organizational, communication, leadership, time management, and interpersonal skills
- Self-starter with the ability to lead others and work independently
- Demonstrate excellence in written skills
- 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