



Puppy Advisor (Mississippi)

Status: Full Time

Overall Summary:

Under the supervision of the Puppy Program Manager, Puppy Advisors provide training and support to volunteers raising future guide dogs. Our Puppy Advisors oversee volunteers of various experience levels within their assigned region. This role is focused on providing behavioral modification and socialization activities to volunteer handlers (known as Puppy Raisers and Puppy Campers) to maximize each puppy's long term success as a guide or service dog.

Our Puppy Advisor in Starkville, MS will support our active and growing puppy raising group at Mississippi State University. The Puppy Advisor assigned to this location will be an essential part of the region's development, growth, and long-term success. Our MS Puppy Advisor will support the active collegiate program and strive to recruit additional volunteers both on campus and in surrounding cities. Annual recruitment and retention expectations will be required in this role to ensure effective progress and sustainability.

Position Essential Functions:

- Oversee puppies between 8 weeks to 18 months old.
- Teach engaging, relevant material to Puppy Raising volunteers by leading group classes and private lessons.
- Instruct volunteers using positive-reinforcement based training methods and philosophy approved by our organization.
- Monitor behavioral progress of assigned puppies and ensure age-appropriate milestones are being met.
- Report puppy behavioral and health progress to manager and across other departments involved in canine development.
- Meet annual volunteer recruitment goals and support program initiatives focused on growth.
- Meet annual retention expectations by providing a positive and engaging experience to volunteers.
- Respond to phone, email, and in-person volunteer communications regarding behavioral and health progress of puppies with proficiency.
- Manage volunteer applications efficiently and approve new volunteers based on required steps and program guidelines provided by our organization.

Position Essential Requirements:

- Two or more years of professional dog handling and behavior modification experience.
- Excellent organization and time management skills.
- Proficient interpersonal and communication skills. This includes interacting with volunteers and staff.
- Self-starter with the ability to motivate others and work independently.

- Work occasional weekends and evenings when necessary for special projects, events, or other tasks.
- Comfortable driving regularly for puppy classes, local dog transports, and other tasks.
- Capable of performing tasks in word processing, spreadsheets and database applications.
- Demonstrate high standards of professional conduct.
- Must safely handle a variety of large breed dogs, weighing up to 90 pounds, with varying strength and manageability.
- High School diploma or equivalent.
- Valid driver's license in good standing and must be able to drive a car, van or bus.

Physical Requirements:

- Possess near acuity and accommodation to see and read dogs' and volunteers' reactions to the environment and distractions. Ability to hear and interact with dogs, students, volunteers, and trainers in an informal way or by giving formal instructions through seminars and training exercises. Ability to hear above traffic and other outside noises.
- Withstand repeated bending, stooping, kneeling and squatting.
- Withstand sustained, brisk walking in all weather.

Additional Information:

The expected pay rate for the position is \$17.00-\$18.50 per hour. The hourly rate actually offered will take into account internal equity and may vary depending on the candidate's geographic region, job-related knowledge, skills, and experience, among other factors.

Generous PTO including 2 weeks' vacation, 6 personal days, 10 sick days, and 12 paid holidays

Comprehensive benefits package available.

How to Apply:

To apply email employment@guidedog.org with the subject "Mississippi Puppy Advisor."