



Dog Trainer / Coordinator

Hawai'i Fi-Do Service Dogs | O'ahu, field-based | Part-time contract, up to 19.5 hours/week | \$20/hour

Reports to: Executive Director

About Us

Hawai'i Fi-Do Service Dogs is an ADI-accredited nonprofit that helps build independence and improve quality of life for children and adults with disabilities in Hawai'i by providing them with quality-trained assistance dogs at no cost. We are also committed to raising community awareness about the vital role of service dogs in everyday life.

Position Summary

We are seeking a dedicated and experienced Dog Trainer / Coordinator to lead, manage, and support the training of service dogs for individuals with mobility disabilities. This role includes recruiting and evaluating dogs, documenting progress, coordinating training efforts, and mentoring apprentice trainers. The ideal candidate is highly organized, passionate about service dogs, and experienced in positive reinforcement training (operant conditioning).

Hawai'i Fi-Do does not operate from a physical facility. This is a field-based position requiring regular travel throughout O'ahu. Candidates must be open to housing a service dog in training in their home.

Key Responsibilities

Dog Selection and Breeding Coordination

- Collaborate with experienced breeders to facilitate whelping and early development
- Maintain breeding line documentation, including genetic and medical records
- Ensure all dogs receive necessary medical testing, including X-rays, CERF exams, and microchipping

Dog Assessment and Documentation

- Conduct regular testing and evaluations for each dog
- Assess dogs to ensure they meet Assistance Dogs International (ADI) standards
- Document each dog's progress in detail, including socialization exposures, training hours, skills learned, and temperament assessments



- Maintain organized records for certification readiness, in coordination with administrative staff

Dog Training and Development

- Train dogs using positive reinforcement techniques (operant conditioning)
- Expose dogs to real-world environments such as malls, restaurants, and workplaces
- Prepare dogs for transition training once matched with a client (4 to 8 months)
- Teach official command sets and document mastery
- Maintain each dog's physical and behavioral health, including proper diet and home environment
- Coordinate temporary foster homes when puppy raisers need a break or travel off island

Trainer Oversight and Collaboration

- Meet regularly with the Trainers Committee to review dog progress
- Work with the committee to match dogs with clients
- Mentor and support apprentice trainers as needed
- Lead or assist in weekly practice sessions, group training sessions, and workshops
- Lead therapeutic sessions at Child & Family Service
- Work one-on-one with clients in the home and community once a dog has been matched

Administrative and Program Support

- Submit Puppy Raiser reports to the Executive Director
- Maintain Puppy Raiser records, reports, and documentation submitted by trainers
- Represent Hawai'i Fi-Do professionally in public settings
- Maintain training equipment and service dog vests in clean, operational condition
- Abide by trainer agreement policies, including ethics, safety, and professional conduct standards

Qualifications



- Verifiable professional service dog training experience (required)
- ADI experience (strongly preferred)
- Demonstrated experience training dogs using positive reinforcement (operant conditioning)
- Strong understanding of service dog behavior, ADI standards, and mobility-related task training
- Ability to perform Public Access Tests (PAT) on dog and client teams
- Willingness and ability to work with clients with disabilities, including an understanding of functional limitations and providing appropriate accommodations
- Strong communication, documentation, and organizational skills
- Comfortable working independently and collaboratively with committees, raisers, and volunteers
- Ability to handle confidential client information and sensitive animal records
- Openness to housing a service dog in training, in a secure, dog-friendly home with a fenced yard
- Valid driver's license and willingness to transport dogs to and from training and community sessions across O'ahu

Physical Demands and Working Conditions

- Ability to train dogs effectively in crowded, active public environments
- Ability to exert moderate to extensive physical effort, including stooping, crouching, pushing, pulling, climbing stairs, and lifting up to 30 pounds
- Exposure to outdoor elements, inclement weather, unpleasant odors, and loud noises typical of animal training settings
- Ability to drive to all parts of the island to train and transport dogs

Compensation and Benefits

- \$20.00 per hour, part-time, up to 19.5 hours per week (flexible based on training cycle)
- Reimbursement for dog-related expenses, including food, veterinary care, and supplies
- Access to professional development and pre-approved training conferences, with reimbursement
- Supportive, mission-driven team environment dedicated to community impact



How to Apply

Please email your resume and a brief cover letter to David Matlin, Executive Director, at info@hawaiifido.org with the subject line "Dog Trainer / Coordinator Application."

In your cover letter, tell us about your service dog training experience and whether you're able to house a dog in your home. Hawai'i Fi-Do Service Dogs is an equal opportunity employer.