



## **Puppy Development Assistant**

Warrior Canine Connection – Boyds, MD

### **Puppy Development Assistant needed - train future service dogs and help Veterans!**

As a Warrior Canine Connection, the Puppy Development Assistant will be responsible for the training, socialization and well-being of WCC Service Dogs in Training (SDiT) as well as support with the on-boarding of new puppy parents ready to take a puppy. Additional support with the care of puppies and breeding dogs.

This is a job that will truly make a difference in the world, and in the lives of the individual Veterans and Service Members we work with every day.

### **Duties and Responsibilities:**

#### **A. Area of Focus (Puppy Parent Training for new puppies entering the Program and Puppy socialization):**

- Oversee the Basic Training of new puppy parent volunteers that have finished their application process and have been approved to take a puppy. Coordinate what age and timeline works best for them to take an SDiT home.
- Ensure all administrative tasks related to the training of new puppy parents and scheduling puppy pick-ups are maintained properly and kept current.
- Assist the puppy development team with puppy evaluations and matching process of puppies to puppy parent.
- Assist with the coordination of puppy pickups and drop offs, ensuring all supplies for puppy parents or sitters are organized.
- Assist with SDiTs in Boots rank.
- Assist in creating supporting documents and resources for the PPTP.
- Assist with planning classes.
- Assist communication with Puppy Parents regarding schedules, proper handling and care of the dogs, and ensure they complete and submit monthly reports.
- Work with the Puppy Parent Program Manager to help resolve concerns and conflicts with the volunteer Puppy Parents.
- Ensure all administrative tasks related to the PPTP are maintained properly and kept current. This includes but is not limited to Puppy Parent Monthly/Quarterly Reports, dog profiles in Salesforce, status forms, rank evaluations, etc.
- Assist with behavior concerns, modification plans, and overall progress of the SDiT and Puppy Parents.
- Assist with socialization and development of all puppies on site from ages 3-12 weeks old.

#### **B. General:**

- Train Golden and Labrador Retrievers to be service dogs during puppyhood, through the various onsite and field activities.
- Assist with one-on-one instruction and teach small group classes for our volunteer Puppy Parents, third parties, and other volunteers.
- Monitor and evaluate the dogs as they progress through puppyhood training and socialization stages; enter data and complete required forms and reports in a timely manner.
- Periodically travel to provide skill enhancements, training support, or evaluations with Puppy Parent.



- Maintain a clean, safe environment for the dogs and humans at the program site.
- Comply with or exceed Assistance Dog International minimum standards and ethics.
- Participate in staff meetings, professional development and community awareness activities.
- Participate in or assist with WCC social media platforms as needed.
- Participate in programs, trainings, and clinical supervision as required by WCC or the host facility rules.
- Participate in educational workshops for Veteran client, Puppy Parent and staff development as needed.
- Maintain positive relationships with coworkers as well as individuals, community groups, government representatives, contractors, volunteers, and organizations that support WCC and/or wounded Warriors and their families.
- Periodically represent WCC at events, participate in presentations to highlight WCC's mission, and conduct demonstrations with WCC dogs as requested. These events will occasionally require travel outside of the MD/VA/DC area.
- Assist SDTIs with MBTR activities, as needed.
- Assist in other areas of dog, volunteer, or client training not listed above as needed.

C. Canine Health, Wellness, & Enrichment:

- Maintain and monitor supplies and equipment for puppies on site and inform Director of Service Dog Training Programs, or designated supply coordinator, when additional supplies and equipment need to be ordered.
- Communicate any emergency canine health problems directly to the Director of Dog Programs and Employee's primary supervisor as soon as they are identified. Non-emergency issues should be communicated to the Employee's supervisor.
- Ensure WCC puppies and breeders receive monthly flea, tick and heartworm preventatives and any other medications prescribed by a veterinary care provider or Director for Dog Programs.
- Transport program dogs, as directed, to receive veterinary care and provide support for exams such as eye and cardiac checks.
- Groom and care for dogs in accordance with Assistance Dogs International and WCC standards and best practices.
- Maintain Puppy Building/Training Center organization and communicate necessary information about puppies/SDiTs residing at WCC HQ with other staff.
- Assist with breeding and whelping as needed.

D. Canine Care Tech (as needed):

- Feed dogs/puppies residing at WCC HQ.
- Exercise and toilet breeding stock that are housed at WCC
- Assist with daily cleaning of all areas of the Training Center and Puppy Building (grooming station, floors, work surfaces, etc.) in order to maintain a clean, safe environment for the dogs and humans at the program site.
- Clean crates, kennel runs, play yards, etc. This includes but is not limited to sweeping/mopping, replacing water buckets, toys, and blankets, and scooping yards.
- Feed, clean litter, and other care tasks with onsite cats.
- Wash dishes and run laundry in the Training Center.
- Other tasks consistent with the above, as assigned.

**Required Experience, Skills, Background:**

- Must possess a valid driver's license, access to a reliable vehicle, and current auto insurance.
- High school diploma or equivalent required.
- Proficiency with basic computer applications, including Microsoft Office, for maintaining dog records, training documentation, and evaluations; experience with Salesforce is a plus.
- Professional, patient, and approachable demeanor with strong verbal and written communication skills.
- Ability to work independently, adapt quickly, and demonstrate initiative with minimal supervision.
- Availability to work evenings, weekends, and holidays as needed.
- Physical ability to perform tasks that require standing for extended periods, bending, lifting (up to 40lbs), and cleaning duties.
- Strong attention to detail and a committed work ethic; the role can be physically and mentally demanding.
- Strong organizational skills with the ability to prioritize tasks and manage time effectively in a dynamic environment.

**Preferred Experience, Skills, Background:**

- General understanding of foundational canine training principles; prior hands-on training experience is preferred.
- Familiarity with routine canine care, including feeding, walking, and grooming responsibilities.
- Ability to interpret veterinary treatment plans and prescriptions accurately and administer medications as directed.
- Knowledge of kennel operations with an emphasis on strict adherence to disease prevention and control protocols.
- Genuine interest in working with Veterans, along with the interpersonal skills and cultural competence to engage effectively with individuals who have experienced combat trauma and/or psychological or physical injuries.
- Ability to teach and support individuals from diverse backgrounds and experience levels in WCC's training methodology and service dog training practices.
- Willingness and ability to learn and oversee various administrative tasks and processes.

Job Type: Full-time

Pay: \$18.00 - \$19.50 per hour

Expected hours: 40 – 50 per week

**Compensation and Benefits:**

Exceptional compensation package including salary, medical, dental, PTO, paid holidays, and retirement benefits for full-time employees.

**To Apply:**

To apply for this position, please provide a cover letter and resume to

[HR@warriordogconnection.org](mailto:HR@warriordogconnection.org) with the subject "Puppy Development Assistant Application."

Warrior Canine Connection is an equal opportunity employer. All qualified applicants will be considered without regard to race, color, religion, sex, age, national or ethnic origin, disability, or any other characteristic protected by law.