

# Assistance Dog Trainer – Full-Time

---

Location: Conway, NH or Burlington, VT (with regular travel between both locations)

Reports To: Director of Canine Development

Status: Full-time, Exempt

## Position Summary

ACTS is seeking a skilled and dedicated full-time Assistance Dog Trainer to join our team. This role combines hands-on training of service and facility dogs with volunteer support and direct oversight of our University of Vermont (UVM) Puppy Raising Club. The position may be based either in Conway, NH or Burlington, VT but requires regular travel between the two sites.

The ideal candidate will be committed to positive reinforcement training, highly organized, and motivated to contribute to a collaborative and mission-driven team.

## Key Responsibilities

### Dog Training & Program Support

- Provide hands-on training, evaluation, and behavior troubleshooting for ACTS dogs at all stages of development.
- Develop and implement individualized training plans for dogs and support volunteer puppy raisers.
- Collaborate with the Director of Canine Development on placement and training strategy decisions.
- Participate in and lead formal training classes and field trips
- Provide temporary in-home care for dogs in training as assigned.
- Maintain accurate, timely records and assist with data entry and reporting.

### University of Vermont Puppy Raiser Program

- Serve as ACTS' primary liaison to the UVM Puppy Raising Club.
- Build strong relationships with student raisers and club leadership.
- Establish and implement a structured communication schedule with UVM volunteers.
- Lead scheduled in person and remote training sessions
- Develop initiatives to strengthen the NH-VT connection.
- Travel to Burlington, VT twice per month during the academic year to meet with student puppy raisers in person (if primary location is Conway, NH).

## **Volunteer Engagement & Outreach**

- Mentor puppy raisers and dog program volunteers.
- Identify and support volunteers who need additional coaching or training assistance.
- Represent ACTS at outreach events and assist with program demonstrations and presentations.

## **Additional Responsibilities**

- Assist with the breeding program, BCL testing, medical care, and general program operations as needed.
- Support general facility and kennel care to ensure a clean, safe, and enriching environment.
- Uphold and exceed the standards and ethics set by Assistance Dogs International (ADI).
- Contribute to team discussions, planning, and the collaborative development of ACTS programs.

## **Required Qualifications**

- Previous experience as a trainer in an accredited assistance dog program.
- Strong foundation in positive reinforcement training methods.
- Excellent communication and interpersonal skills.
- Ability to work both independently and collaboratively within a team.
- Exceptional time management, organization, and problem-solving skills.
- Proficiency with Microsoft Office; Salesforce and IWDR experience a plus.
- Previous experience with BCL testing a plus.
- Valid driver's license, reliable vehicle, and current insurance.
- Willingness to house and train a dog in your home as assigned.

## **Physical Requirements**

The role requires the ability to lift and carry up to 50 lbs. as needed. Additionally, candidates must have the physical strength and coordination to handle and work with dogs of varying sizes, including those that may be strong or energetic.

## **Compensation & Schedule**

This is a full-time position that requires evening and occasional weekend hours. Compensation is commensurate with experience and includes mileage reimbursement, Health, Dental, Life Insurance, Long and Short-Term Disability Insurance, 3% retirement match and generous PTO policy.

**Send resume, cover letter and salary expectations to [careers@assistancecanine.org](mailto:careers@assistancecanine.org).**