



Background

Canines for Service Inc. (CFS), located in Wilmington, North Carolina, rescues shelter dogs and trains them to become service dogs for veterans with service-connected disabilities (including mobility limitations, traumatic brain injury, and post-traumatic stress disorder). An additional program focuses on therapy dog work.

Position Summary

Position Title: Advanced Trainer

Position Type: Full time, exempt

Compensation: Commensurate with experience

Benefits: Medical, dental, and vision insurance covered in part by employer; life insurance provided at employer's full expense.

Under the supervision of the Lead Trainer, this position will provide basic, intermediate and advance development of the service dogs in training. The Advanced Trainer will assist the Lead Trainer with ongoing day to day operations of the service dog program, including the CFS Internship Program at the Wilmington training facility, and the Military Prison Service Dog Training Program at Marine Corps Base Camp Lejeune. This position will work in close collaboration with CFS staff, interns, inmates, clients, and key volunteers.

Essential Functions

The essential functions listed below are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to be completed by the position:

CFS Internship Program/Military Prison Service Dog Training Program

- Provide weekly instruction at both the CFS facility and prison to interns and inmates on service dog commands, training techniques, and evaluations consistent with CFS training methods and Assistance Dogs International (ADI) standards.
- Instruct the interns and inmates with service dog training and behavioral issues.
- Ensure testing of the interns and inmates is scheduled for both written and hands-on components.
- Conduct dog and handler evaluations under the guidance of the Lead Trainer.
- Provide a full report on each dog based on written handler reports and personal observations to include progress on commands, obedience, health, and behavior.
- Provide weekly updates on each interns/inmates' progress as requested.
- Provide lecture and educational opportunities for interns and inmates.
- Assist in the continuing development of the CFS Internship Program and Military Prison Service Dog Training Program.
- Transport dogs, equipment, and supplies to/from the prison as needed.
- Coordinate requests from prison liaison for equipment and supplies.
- Enter evaluation data in the database.

Dog Training

- Adhere to training plans and documentation of training hours, data and evaluations for each service dog in training in accordance with CFS and ADI Standards.
- Train service dogs and ensure the dogs are progressing per defined training units.
- Take service dogs in training home (mandatory) and socialize the dog through daily activities (grocery store, shopping, restaurants, etc.).
- Lead outings with the interns and service dogs in training.
- Ensure all service dogs in training are receiving proper socialization.

- Ensure training units are on schedule and key components of each unit are presented.
- Update the training manual and evaluation instruments for Basic, Intermediate and Advanced training.
- Work with the Kennel Manager/Trainer to ensure the service dog database is updated
- Ensure the client training manual reflects the current training standards and information.
- Test candidate dogs at shelters and rescue organizations on their temperament to determine if they are a viable fit for the service dog training program.
- Plan and participate in team trainings, working closely with the new veteran/service dog team.
- Assist Lead Trainer on follow-ups with clients after they receive their service dog, troubleshooting any issues that may arise after placement.
- Assist with the Canines for Therapy program, including teaching the course and conducting evaluations.

Other

- Work closely with the Lead Trainer and Development Director to review service dog applicants and provide input regarding client/service dog matches.
- Help to oversee veterinary care of the service dogs in training.
- Mentor new training staff hires during the first 90 days of employment as needed.
- Continually evaluate systems, training methods, handlers, and each dog's progress to improve processes.
- Assist with ensuring compliance with ADI accreditation requirements and preparing for scheduled accreditation renewal cycles and audits.
- Represent CFS at events, which may include presentations and public speaking.
- Participate in continuing education related to your position.
- Assist with kennel care and cleaning as needed.
- Drive company vehicle to transport dogs or other needs of the Organization.
- Other duties that may be assigned.

Supervisory Responsibility

Responsible for training, mentoring, and monitoring interns, inmates, and volunteers as needed.

Work Environment

This position operates out of the Wilmington, NC facility (including both kennel and professional office environments), the military prison, and various public areas when socializing the dogs. Employees will work in close proximity with all types/breeds of dogs.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, which primarily includes training and taking care of dogs and their kennels, the employee is regularly required to be very physically active. The employee is frequently required to stand, bend, stoop, kneel, crouch, crawl and perform a variety of physical motions with his or her hands, arms, shoulders and legs in order to properly clean kennels, care for and train dogs. The employee is often on her or his feet, and is often required to walk; escort visitors or volunteers in or around the kennel areas and training facility; and climb or balance. The employee has to communicate regularly with others and will sometimes have to work alone for short stretches of time.

The employee must be able to manipulate and use all equipment and tools necessary to care for dogs, including leashes, medicines, locking mechanisms, and dog toys. Employee must be able to open packages, measure, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Employee must be able to use a writing instrument to record information related to dog care and must be able to use a

computer keyboard.

The employee must regularly lift and move up to 50 pounds and frequently lift and/or move up to 25 pounds. This includes the ability to retrieve and distribute dog food and other supplies and ability to retrieve and replace objects from shelves. This job requires handling multiple dogs in training every day, weighing up to 100 pounds, on and off leash. The employee will work in proximity to cleaning agents and disinfectants and must be able to follow instructions for the use and storage of these chemicals.

Work occasionally requires more than 40 hours per week to perform the essential duties of the position, and may often require work outside of regular business hours. During work, the employee is expected to be physically present at the office when not on an outing with a dog in training, at the prison or with a client/dog team. Employee must be able to drive a company vehicle, and therefore have a valid driver's license and a clean driving record.

Position Type and Expected Hours of Work

This is a full-time, exempt position consisting of approximately 40 hours of work per week. Regular hours of operating are Monday- Friday from 8:00am - 4:30pm, but working hours will be adjusted depending on the needs of the Organization. This position will require working some weekends, holidays, and being open to working additional hours on an as needed basis.

Travel

Local travel, such as travel to the prison is required.

Preferred Education, Experience and Competencies

- Bachelor's Degree preferred or combination of HS diploma and relevant experience.
- Experience training with a prison dog program.
- Experience training with an Assistance Dogs International organization.
- Experience with basic kennel procedures.
- Experience with disability awareness and sensitivity.
- Experience teaching adult learners.
- Experience in public speaking.
- Nonprofit work/volunteer experience.
- Experience working with veterans is preferred.

Required Skills & Competencies

- Must possess a passion and commitment to the Canines for Service mission.
- Must be willing and comfortable working around large breed dogs.
- Must have a basic understanding of dog medical needs.
- Ability to communicate effectively both verbally and in writing.
- Excellent telephone demeanor.
- Ability to follow written and oral instructions.
- Detail oriented.
- Must be physically and mentally capable of handling dogs in training with various levels of training and temperaments.
- Must have a minimum of 5 years of experience working with dogs in various training situations.
- Must possess sound business judgment, exercise professional conduct, understand and follow business ethics and standards and maintain a high level of confidentiality in all duties.
- Must be proficient in Microsoft Office Suite and keyboard data entry.
- Experience with electronic calendar and database products.
- Must have a clean driving record and pass a background check.

Work Authorization/Security Clearance

Must be authorized to work in the United States.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Essential and marginal job duties, responsibilities and activities may change at any time with or without notice.

Equal Opportunity Employment

Canines for Service Inc. is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants, clients, interns, inmates, or employees on the basis of race, color, creed, national origin, sex, age, religion, marital status, sexual orientation, gender identity or expression, veteran status, physical or mental disability, or any other status protected by state or local law.

To Apply

To apply, please email your resume and cover letter to emoss@caninesforservice.org with the subject line "Advanced Trainer".

Please do not reach out with application status inquiries or call/drop-in to the office. Thank you.