Training Manager
Irving, TX

To Apply: https://www.cci.org/careers.html

SUMMARY
This position is responsible for managing the operations of the regional training department and regional kennel department. This position oversees the training department functions and, working with the regional program director, coordinates the activities and functions of the training department with those of the kennel and veterinary departments, participant programs, and puppy programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed:

Management Duties
- Oversee the training, feeding, care and exercise of dogs through all phases of professional training.
- Ensure that apprentice instructors receive proper instruction in Canine Companions for Independence approved and standardized training techniques in order to meet the requirements for advancement through apprentice levels I, II, III and full Instructorship.
- Provide and assign full instructors with instructor projects to further develop their skills and improve training department functionality.
- Working with regional program director and national staff, provide training to staff, organize and administer apprentice and instructor testing, evaluate staff performance and make recommendations for promotions.
- Through daily direct observation, ensures that dogs in training are making adequate progress and meet agency standards for appropriate assistance dogs.
- Work with regional program director to schedule necessary program rotations for apprentices through various program departments to progress toward full instructor status.
In conjunction with national program staff, and regional program director, develop strategic planning in order to meet regional placement goals and objectives.

Oversee the selection of dogs for each Team Training class and provide training to apprentice instructors to effectively and professionally provide student instruction.

Work with national training director to pilot test programs and provide feedback.

Supervise, train and evaluate employees in the apprentice/instructor training program and Kennel Supervisor. Ensure staff learn and follow Canine Companions training curriculum and procedures and safety standards while working with service dogs and other campus animals. Able to work cooperatively and support team members.

Coordinate and lead regular training staff meetings

Program Duties

Canine Training and Evaluation

- Evaluate canine temperament and behavior and determine suitability for Canine Companions for Independence service dog programs.
- Develop training schedules according to level of experience and monitor staff time to achieve these objectives.
- Assign training staff string assignments and manage strings for each trainer.
- Provide daily, direct oversight, supervision, guidance and instruction to trainers regarding canine training techniques and canine behavior modification.
- Provide periodic skills testing to measure whether both dogs and training staff are making satisfactory progress.
- Organize and coordinate field trips for training staff.
- Review canine puppy raiser files to ensure behavioral and health history information is accounted for and follow up on, when necessary.
- Review, edit and provide instruction to training staff to prepare accurate, well written and timely professional training reports from training staff to volunteer puppy raisers.
- Oversee canine evaluations for breeder selection and provide training to staff regarding understanding canine breeder selection traits.
- Manage release dog process, to determine dogs that are deemed not suitable for Canine Companions service program; provide instruction on written release documentation and adoption recommendations.
- Maintain training department database to ensure data is up to date and accurate
- Train string of dogs to skill levels necessary to be placed as assistance dogs.

Placement Coordination and Student Instruction

- In collaboration with regional program director and participant program manager, coordinate selection of candidates invited to Team Training based on evaluations of temperament and skill level of dogs in training.
- Using the Canine Companions for Independence Team Training curriculum, teach students with disabilities the concepts and skills required to work
with assistance dogs.
  - Provide lectures, hands-on demonstrations and necessary critical feedback to
    students and graduates to allow them to successfully handle assistance dogs
    and resolve handling problems.

Other
  - Ensure adequate maintenance of training equipment.
  - Monitor and order training supplies such as collars, leashes, grooming
    supplies, toys, bones and training tools.
  - Be accountable not only for direct responsibilities outlined in this job description but
    also to serve fellow staff and other constituents with whom position interacts. Ensure
    actions and communications follow core values.

REQUIRED CHARACTERISTICS
  - Able to perform several tasks concurrently, time management and good
    organizational and communication skills.
  - Able to supervise and train; able to adjust training methods to support individual
    learning.
  - Must be able to safely lift 45 pounds and safely handle, hold and restrain active dogs weighing
    up to 110 pounds. Employees should seek assistance when lifting dogs or objects weighing
    more than 45 lbs.
  - Able to remain on one’s feet, standing, walking, bending and/or stooping on cement for
    extended periods.
  - Able to maintain confidential information
  - Able to complete necessary paperwork and meet deadlines.
  - Able to work independently as well as to direct, manage, train and motivate others.

EXPERIENCE: Full Canine Companions Instructor or equivalent (accumulate minimum thirty months
training assistance dogs and teaching students to work with assistance dogs). Required to pass Canine
Companions’ written and working instructor examinations within six months of hire.

EDUCATION: Associate’s degree in relevant field preferred.

LICENSES: None

WORKING CONDITIONS: The employee will work outdoors and indoors performing canine training, Team
Training instruction and administrative duties. The noise level in work environment is usually moderate
and can be loud at specific times. Travel and weekend work are required.

SAFETY HAZARDS: Campus and offices subject to working with and around service dogs and other campus
animals.

This job description does not list all the duties of the job. You may be asked by supervisors or managers
to perform other instructions and duties.

You will be evaluated in part based upon your performance of the tasks listed in this job description. To
perform this job successfully, an individual must be able to perform each essential duty satisfactorily.