



Canine Partners *for* Life

**334 Faggs Manor Rd
Cochranville, PA 19330
610-869-4902**

Program Assistant – Service Dog Organization

Job Description

Canine Partners for Life, a nationally recognized non-profit service dog organization, is seeking an individual to fill a full-time (32 hrs/wk with benefits) Program Assistant position.

The Program Assistant is responsible for managing all aspects of the community puppy raising program and the released dog program under the direct supervision of the Program Manager. The Program Assistant also trains volunteers basic dog handling techniques to support CPL's volunteer program. The Program Assistant supports the program department administratively and assists with other responsibilities as needed.

The hours for this position will vary and may fall any day of the week including weekends. Evening hours and weekend work will be scheduled by the supervisor as determined by the organization's needs. Attendance and assistance at selected special events will be required.

Qualifications: Minimum high school diploma is required. A college degree is preferred. Dog training experience and experience with instructing others to train dogs is required. Experience working with the training and care of animals in a variety of disciplines is preferred. Experience working with the disabled population is preferred. Current driver's license required. The ability to drive CPL vehicles is required. The ability to meet clearance requirements to enter a variety of local, state and correctional facilities is required.

Please email cover letter, resume and salary requirements to Deb Bauer at dbauer@k94life.org.