



Duo Dogs, Inc.

Please direct all questions and resumes to info@duodogs.org.

Job Title: Assistance Dog and Obedience Trainer

Summary: This position is responsible for facilitating the successful completion of the Duo Dogs' assistance dogs program following the organization's methodology and curriculum as well as Assistance Dogs International (ADI) standard. Trainer should be able to identify problem behaviors, provide standard and creative solutions, and work both independently and with other trainers. This position will report to the Director of Canine Services.

Employee Standard *To be followed by all employees of Duo Dogs, Inc.*

- Successfully complete background check
- Abide by all policies and procedures of Duo Dogs
- Perform all duties of this position in a timely and professional manner
- Demonstrate the highest degree of professionalism in all interactions with other staff, clients, volunteers, donors, contractors and any others involved with Duo
- Understands and supports the organization's mission, philosophy and vision

DUTIES AND RESPONSIBILITIES:

Assistance Dogs Training:

Dog Training

- Train canines in accordance with Duo Dogs guidelines and those set forth by ADI
- Instruct Volunteer Puppy Raiser classes providing individual support as needed
- Complete ongoing training documentation as required by Duo Dogs and ADI
- Perform periodic temperament testing for all canines in the assistance dogs program
- Review all homework and reports submitted for canines in the assistance dog training program, updating individualized training plans as needed
- Organize field trips, socialization exercises, and training enhancements to ensure advanced training canine's success

Dog Care

- Coordinate with the Director of Canine Services for the transfer of canines in the prison program or between volunteers
- Monitor health conditions of all canines in the assistance dog program reporting issues as needed

Client Services

- Collaborate with Assistance Dog Client Coordinator to review applicant videos, complete in-home interviews, and match approved applicants with potential canine placements
- Lead Team Training with client and canine
- Facilitate public access tests
- Partner with the Assistance Dog Client Coordinator to complete the client recertification process
- Provide ongoing support to clients, completing documentation as necessary for the client file

Obedience Training:

- Instruct group classes for multiple levels of Obedience Training
- Conduct the Canine Good Citizen test.



General:

- Complete all paperwork in a timely manner and in accordance with Duo Dogs' standards
- Follow Duo Dogs' training methodology communicating any concerns or issues with the appropriate leadership staff
- Complete administrative tasks associated with class registrations, weekly training, and class completion
- Coordinate with other trainers to ensure all scheduled classes have adequate training representation
- Participate in educational activities, which promote professional growth and development of new ideas for obedience and therapy training, as funding is available
- Perform other duties as assigned

WORK HOURS: This is a full-time hourly position scheduled at 40 hours per week. The work schedule will include evenings and weekends as assigned.

QUALIFICATIONS: 3-5 years of experience in dog training. Expertise in marker and positive reinforcement training. Experience in instructing general group obedience classes. Knowledge of applied animal behavior and behavior modification. Knowledge of all equipment and training tools. Excellent verbal and nonverbal communication skills. High level of patience and demonstrated experience in creative solutioning.

Must be able to lift and carry a minimum of fifty (50) pounds.

Unique Skills or Abilities: Ability to instruct individuals with a variety of backgrounds and skill levels. Ability to learn and manage a variety of administrative processes. Competent in working independently and as part of a team as situations dictate. In addition, the individual must have the ability to communicate effectively with a diverse range of people. Understanding of Assistance Dogs International standards for assistance dog programs and standards.

Special Personality Traits: Ability to work with staff and volunteers diplomatically, while showing a high degree of professionalism. Honest, flexible, and hard working. Willingness to accept and adapt change, reorder priorities, manage several projects simultaneously, and work as a team member. Ability to maintain complete confidentiality. Internal and external customer oriented. Detail oriented, ability to organize and prioritize, and complete tasks with an assigned timeframe. Ability to communicate both orally and in written form in a positive, effective manner. Ability to lead classes both in-person and virtually.

Degree of Responsibility or Supervision: Ability to perform accurately and efficiently under pressure in multifaceted role. Must work independently to produce results that meet deadlines.

The statements presented in this job description are intended to describe the general nature and level of work to be performed by the individual assigned to this position. These statements do not constitute an inclusive list of duties and responsibilities associated with this position. By signing this document, I affirm I have reviewed and understand the job description for this position and the standards required and expected during my employment.