



## **Instructor Trainer**

### Job Description

National Service Dogs (NSD) is a registered charity based in Cambridge, ON Canada specializing in training Service Dogs for individuals with Autism, PTSD and Canine Assisted Intervention Dogs for a diverse group of clients.

**REPORTS TO:** Assistant Director of Canine Development

**HOURS & SCOPE:** 37.5 hrs/week from the NSD office unless in the field working, evening and some weekend work required

#### **Organizational**

- Operates within the culture and core values of the organization
- Perform other duties as assigned in order to meet the overall goals and objectives of National Service Dogs

#### **Responsibilities:**

The Instructor Trainer works as a member of the Service Dog Training Program Team, helping implement Service Dog programs from puppy to advanced training.

- Train and assess dogs in NSD's advanced training program
- Assist with ongoing care of dogs in advanced training
- Assist where needed in the kennels with any cleaning, grooming, and bathing of dogs
- Maintain necessary dog files, training logs, computer records and hard copy records, phone correspondence, and email communication
- Assist with client follow ups as required by Client Services team
- Assist with Team Training sessions 2-3 times per year
- Prepare updates on dogs in advanced training at staff meetings
- Instruct Puppy Program class, along with Raiser followup and one-on-one support.
- Mentor and support junior/apprentice training staff as per NSD Apprenticeship Program
- Maintaining an inventory of equipment and supplies and report needs and/or difficulties to the team. (Collars, leashes, jackets)
- Assist in keeping the facility and training spaces/desk area clean and organized

#### **PREFERRED QUALIFICATIONS, SKILLS AND PERSONAL QUALITIES:**

- ADI Certified Instructor Trainer
- Post-Secondary education
- Minimum of four years professional dog training experience
- Knowledge of and ability to train service dogs
- Skill and competence in the use of personal computers including, but not limited to, Microsoft Office and Google Suite

- Ability to work with persons with disabilities and mental health diagnoses
- Ability to professionally interact and support volunteers, staff, clients, management and the public in a variety of situations
- Ability to work efficiently under pressure and willingly accept responsibility
- Ability to work independently and take initiative
- Ability to set priorities and use good judgment
- Comfortable with public speaking
- A valid driver's license and insurable

***Please send all applications and resumes to Caitlin Bonaldo at [caitlin@nsd.on.ca](mailto:caitlin@nsd.on.ca)***

***Only successful candidates will be contacted for an interview***

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