



Job Title: PAALS Senior Instructor

Overview of Responsibilities and Duties: Senior Instructor to train assistance dogs, supervise and advise other canine instructors, train volunteers including inmates who work with dogs, and clients who receive dogs. Clients include children, veterans, and adults with a variety of disabilities or those who serve people with disabilities. Their disabilities include autism, traumatic brain injury, cerebral palsy, spinal cord injuries, muscular dystrophy, multiple sclerosis, and post-traumatic stress disorder. Conduct animal assisted intervention programming with dogs in training as part of Animal Assisted Interventions International standards.

Primary Responsibilities:

- Responsible for caring for training assistance dogs, primarily in the advanced stages of training, the volunteers who work with them, and assist with clients who receive them.
- Responsible for training, mentoring, assigning tasks to, and monitoring other dog instructors at PAALS.
- Assist with Coordination and implementation of animal assisted intervention programs that are part of dogs training before placement and that utilize program designated animals.
- Coordinate general dog health care, grooming, nutrition, veterinary visits, and enrichment to ensure correct and consistent care for husbandry and handling of the assistance dogs in training.
- Supervise play groups of dogs in between training and outings.
- Assist with care of assistance puppies and dogs in training at PAALS, at home, and in sometimes prison environment as needed.
- Accurately track, schedule, and implement medical appointments, assessments, and procedures to adhere to PAALS high standards for health of canines, including updating Drop Box and International Working Dog Database.
- Accurately track, schedule, and implement training of husbandry volunteers, weekend PAALS volunteers through Volgistics and with adherence to PAALS



PALMETTO ANIMAL ASSISTED LIFE SERVICES
221 N. Grampian Hills Road, Columbia, SC 29223
Office: 803.788.7063 / Fax: 803.336.7118
info@PAALS.org
www.PAALS.org

protocols to include developing weekend reports and responding to ones received.

- Communicate with volunteer trainers and director on dog training issues, including weekly reviews of weekend reports before training meetings each Monday morning.
- Support the management of dog files and training logs to include all databases and hard files in a timely fashion.
- Transport puppies and dogs as needed in personal vehicle or PAALS vehicle (including bus)
- Assist with general dog health care and veterinary visits
- Work as a team member who cares for the mission of PAALS and everyone who supports it.

Secondary Responsibilities:

- Assist with breeding/whelping and puppy development program
- Assist with interview, matching and placement of VIP, PWAP, and general release dogs.
- Assist with assessment and acquisition of potential canines
- Train and work with weekend fosters as required
- Train inmates in Prison PAALS
- Work with volunteers as assigned and maintain good relationships with all volunteers
- Work with director to set up and conduct interviews with potential clients as required
- Participate in “Clients in Waiting” Sessions as requested
- Timely computer record maintenance, phone correspondence, and email communication
- Participate in presentations and fund raising/marketing opportunities
- Assist with follow up of assistance dog teams including annual assessments
- Assist with applicant interviews as requested
- Participate in continuing education related to dog training, dog behavior, disability education, and animal assisted interventions

Physical Demands/Environment:

- Must be physically active and able to work both indoors and outdoors.
- Must be able to frequently kneel, crouch, crawl, stand and bend to perform cleaning of crates and care of dogs.
- Must be able to use hands, arms, shoulders in legs to assist with cleaning of the environments both indoor and outdoor, care of dogs, and typing on keyboards.
- Work in proximity to cleaning agents and disinfectants and must be able to follow instructions for the use and storage of these chemicals.
- Lift and move up to 50 pounds of dog and dog food.
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Required Qualifications:

- Associates degree in animal behavior, psychology, zoology, biology or related experience
- Minimum of 5 years experience with professional positive reinforcement dog training in an accredited ADI organization.
- Advanced understanding of canine behavior and learning theory.
- Computer proficiency in Word, PowerPoint, and Excel programs
- Outstanding communications skills, both written and verbal
- Exceptional interpersonal skills
- High Attention to detail
- Must be able to work cooperatively and collaboratively in a team environment
- Ability to communicate effectively with peers, direct reports, management, clients, partners, donors, sponsors and board members
- Professional under pressure and reacts to changing situations with integrity
- Clean driving record
- Background check

Dog Interaction and Training Skills:

- Must have an affinity for dogs.
- Must be able to learn PAALS dog training techniques and consistently implement training techniques.
- Must be able to work in a fast paced environment.
- Must be able to work cooperatively in a team environment.
- Must be able to stay focused despite numerous distractions and multiple tasks.

Travel: Local travel, such as travel to dog and client outings, and animal shelters is expected. Out of state or in-state travel is required to assist clients with training and required re-certifications of the dog/client team.

Job Location: Columbia, SC

Salary: Negotiable based on experience

Hours: Part time/Full Time 20-40 hours/week, with flexible schedule.

Benefits: Medical insurance and retirement benefits not included. Many other perks at the discretion of the director based on work performance and feasibility.

Interested Applicants please submit resume to jrogers@paals.org or mail to 221 N. Grampian Hills Rd, Columbia, SC 29223, attention Jennifer Rogers, Executive Director.