



Program Coordinator - Position Description

Primary Function and Responsibilities:

Reporting to the Training Manager and the Stage 3 Trainer and Applicant Coordinator, the Program Coordinator is someone that has a background in social work and some experience with service dogs. In addition to understanding disabilities and early stage dog learning theories, the Program Coordinator will need strong skills in organization, scheduling, public speaking and awareness, adherence to company and ADI standards and policies, and team building.

Location: Sedalia, Missouri

Specific Responsibilities:

- Application Review
 - Review recipient applications in conjunction with the Stage 3 Trainer and Applicant Coordinator
 - Contact the applicants and manage the communication and files
 - Set-up and host in person consultations with the applicants in conjunction with Stage 2, and Stage 3 Trainers.
 - Consult with the Stage 3 Trainer and Applicant Coordinator on applicant approval
 - Input all initial information into Client Tracker
 - Contact provided references on all new applicants
- Website Upkeep
 - Add new profiles for dogs as they enter training
 - Update dog profiles on a monthly basis per organizational standards
- RFI Breeding Program
 - Coordinate in-house breedings and schedule with Breeder Fosters and Director of Operations
 - Track history and genetics of puppies according to success in the program
 - Coordinate Organizational needs of puppies with Director of Operations
- Stage 1 Dogs and Fosters
 - Temperament test all 8 week old puppies
 - Enter all initial information on puppies into Dog Tracker
 - Read and report all Volgistics reports on Stage 1 Dogs
- Fosters
 - Schedule and participate in all foster training classes and orientations
 - Schedule and complete home visits with current and applicant fosters

- Schedule and Coordinate to ensure that the needed fosters are available for the incoming puppies
- Assign and schedule all puppies with approved Fosters
- Coordinate weekend fostering of Stage 2 and Stage 3 dogs with Unit Director
- Provide feedback from fosters and build a communication process to ensure recognition of efforts while keeping the mission at the forefront.
- Dog Training
 - Main area of focus will be with Stage 1 training dogs
- Public Awareness
 - Participate in public awareness and fundraising events
 - Discuss and encourage contributions to the RFI organization
 - Participate in facility tours with donors
- Dog Care
 - Interview and schedule acceptable homes for all released dogs in a timely manner
 - Assist when needed with dog care and kennels
 - Report health issues/concerns to the Training Manager
 - Keep current on Dog Tracker
- Contribute to organization and planning of fundraising events
- Answering the phone and taking messages when necessary
- Report and partner with the Training Manager
- Schedule accordingly with the Stage 2 Trainer, Stage 3 Trainer and the Unit Director
- Other miscellaneous tasks requested by the Unit Director and Training Manager
- Assume other duties as assigned

Qualifications:

- Bachelor’s degree or task/trade specific schooling/experience preferred. Social Work Degree preferred.
- Demonstrated excellence in organizational, communication, leadership, and interpersonal skills
- Demonstrated excellence in written and oral communication
- Valid Driver’s License
- Up to 30% travel required

Hours: 40 hours / nonexempt

PHYSICAL REQUIREMENT/WORK ENVIRONMENT:

- Must be able to sit, stand or walk for extended periods of time
- Must be able to squat or bend to work with service-dogs-in-training
- Must be able to safely lift 50 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 50 lbs.

To Apply:

Send your resume and cover letter to info@retrievingfreedom.org with the subject line “Program Coordinator”