Job Title: Stage 2 Dog Trainer

Reports To: Director of Dog Training and Placement

Location: Waverly, Iowa

Status: Non-Exempt

Organization: Retrieving Freedom was founded as a non-profit in October 2011.

Mission Statement: “To change lives of our constituents through the training and placement of service dogs for wounded Veterans and children with Autism.”

Position: Stage 2 Dog Trainer

The preferred stage 2 Dog Trainer is someone that has experience training dogs in a respective field as well as working with volunteers, other trainers, and recipients of the dogs. In addition to having an understanding of dog learning theories, the Stage 2 Trainer will need strong skills in organization, scheduling, public speaking and awareness, adherence to company and ADI standards and policies, and team building.

Essential Job Responsibilities:

- Dog Training
  - Main area of focus will be with Stage 2 training dogs
    - Temperament testing dogs entering into Stage 2 training
    - Specific task training of Stage 2 Dogs
  - Lead Program Teacher – “Train the Trainer”
    - Student Training Programs
    - Prison Classes
    - Teacher Program Classes
  - Lead 50% of the scheduled Foster Home Classes
    - Work with the Stage 3 trainer and Dog Program Coordinator with this scheduling
  - Review and report all the Volgistics Training Reports of Stage 2 dogs in Dog Tracker
  - Assist Stage 3 Trainer with:
    - Assist in the in-person consultations with new applicants
    - Evaluate and communicate to Director of Dog Training and Placement as well as Stage 3 Trainers on dogs ready to start working with applicants and the location they will be placed out of
    - Recipient training
    - Placements/Public Access Testing
    - Recipient Follow-ups/Training
  - Training Supply Inventory
    - Inventory all items needed for Stage 1 and 2, turn in inventory and purchase order sheets to inventory leader.

- 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
  - Assist when needed with dog care and kennels
  - Report health issues/concerns to the Director of Dog Training and Placement
  - Keep current on Dog Tracker

**Additional Responsibilities:**
- Provide feedback on commands and training from the perspective of participants in our programs
- Answering the phone and taking messages when necessary
- Schedule accordingly with the Dog Program Coordinator and the Unit Leader
- Assume other duties as assigned

**Skills/Knowledge Required:**
- Bachelor’s degree or task/trade specific schooling/experience preferred.
- 2 or more years’ experience in relevant dog training
- Demonstrated excellence in organizational, communication, leadership, and interpersonal skills
- Demonstrated excellence in written and oral communication
- Up to 30% travel required

**Physical Requirements/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 lift 50 pounds
Disclaimer:

This information presented indicates the general nature and level of work expected of employees in this position. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: ______________________________________________________________________

Position Applicant

Date

Approved by: ______________________________________________________________________

Supervisor

Date

Reviewed by: ______________________________________________________________________

Chief Executive Officer

Date

Contact:

Kyle Cory- Yaeggi

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