



Job Title: Assistance Dog Instructor
Reports to: Manager of Training and Interventions

Overview of Responsibilities and Duties: Train assistance dogs, volunteers who work with dogs, and clients who receive dogs.

Primary Responsibilities:

- Responsible for the care of assistance puppies and dogs in training in a home, and when needed prison environment.
- Instruct animal assisted intervention programs
- Instruct clients with disabilities how to work with assistance dogs
- Provide guidance and support through follow up visits and correspondence with assistance dog teams throughout the state of SC and nearby areas.
- Communicate with volunteer trainers and manager of training on dog training issues
- Support the management of dog files and training logs
- Transport puppies and dogs as needed in personal vehicle
- Provide general dog health care and veterinary visits
- Maintain animal supply inventory
- Evaluate and set goals for each dog you are training monthly and review them with the Manager of Training
- Direct implementation of Department of Labor curriculum for prison program

Secondary Responsibilities:

- Assist with breeding/whelping and puppy development program
- Assesses and evaluates acquisition of canines
- Coordinate/troubleshoot activities with weekend fosters to ensure quality care and training of dogs as required
- Work with other volunteers as assigned
- Maintain good relationships with all volunteers
- Instruct interns and apprentice trainers as requested
- 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
- Administrative task completion as requested
- Assist in fundraising/development work as requested
- Participate in presentations and fund raising/marketing opportunities



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



Qualifications:

- At least 3 years experience in operant conditioning based training, with assistance dogs.
 - ****Prefer experience with an ADI accredited organization
- Computer proficiency in Word, PowerPoint, and Excel programs
- Outstanding communications skills, both written and verbal
- Exceptional interpersonal skills
- High attention to detail
- Ability to multi-task
- Clean driving record
- Background check

The employee is frequently required to stand, bend, stoop, kneel, crouch, crawl and perform a variety of physical motions with his or her hands, arms, shoulders, legs to properly test, transport and train dogs. The employee must be able to manipulate and use all equipment and tools necessary to care for and transport dogs, including leashes, medicines, locking medicines, balance harnesses, wheelchairs, and clickers used for training. The employee may lift and move up to 50 pounds.

Salary: \$14-\$16hr based on experience

Benefits: Paid Time off, holidays, birthday

- PAALS does **NOT** currently offer medical/dental benefits at this time

Hours: 40 hours/week, must be available 8-6 M-F, some holidays/weekends as needed

To Apply: Please send cover letter, resume, and references to eanderson@paals.org



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