



## Assistance Dog Trainer - Position Description

### Primary Function and Responsibilities:

Reporting to the Training Director, the Assistance Dog Trainer is someone that has experience training dogs in the respective field as well as working with volunteers, other trainers, and Assistance Dog clients. In addition to understanding canine learning theories, the Assistance Dog Trainer will need strong skills in public speaking, company policies, fundraising, and team building.

### Specific Responsibilities:

- Dog Training
  - Lead 50% of the scheduled Foster Puppy Classes (Stage 1)
    - Work with Training Staff and Program Coordinator with scheduling and instructing Foster Puppy Classes with volunteers and dogs between the ages of 8 weeks to 1 year.
    - Work with potential new fosters in orientation classes
    - Provide follow up and troubleshooting for Foster Puppy Raisers
  - Canine training between the ages of 1 year to 1 ½ years of age (Stage 2)
    - Temperament testing canines progressing through training department
    - Specific task training of Service-Dogs-in-Training for this stage
    - Evaluate and communicate to Training Director as well as other Training Staff on dogs ready to start working with applicants and the location they will graduate from
  - Canine training between the ages of 1 ½ years to 2 years of age (Stage 3)
    - Specific task training for Tasks to mitigate disabilities
      - Record Data within online database
    - Testing of training, disposition, and skills appropriate for future placements
  - Impact Program instructor – “Train the Trainer”
    - Work with existing Training staff to lead assigned Impact Programs
    - Review and record Training Reports into online database.
  - Client Services:
    - Assist in the in-person consultations with new applicants
    - Assist in applicant needs assessment
    - Lead client instruction sessions
      - Compile list of approved applicants and communicate with Training Director as well as other Training Staff for available dogs to pre-match with appropriate clients and the location they will graduate from.

- Supervision and tracking of the 100 training and 100 home visit hours with each approved client.
  - Placements/Public Access Testing
    - Record and place documents in online database
    - Perform assigned school training and awareness for dogs going into the school system
    - Perform all job site training and awareness for dogs going into an employment environment
  - Client Follow-ups/Training
    - Record and place documents in online database
- Training Supply Inventory
  - Inventory all items needed for Stage 1 and 2, turn in inventory and purchase order sheets to Training Director.
- Dog Care
  - Responsible for dog care and exercise of all assigned dogs
  - Report health issues/concerns to the Training Director
  - Update online database with current conditions
  - Assist with training new volunteers on appropriate kennel behaviors
- Public Awareness
  - Participate in public awareness events as needed
  - Discuss and encourage contributions to the RFI organization
  - Participate in facility tours with donors
- Provide feedback on commands and training to the Training Director
- Contribute to organization and planning of fundraising events
- Answering the phone and taking messages when necessary
- Report to and partner with the Training Director
- Communicate regularly with the Program Coordinators and the Facility Coordinators
- Other miscellaneous tasks requested by the Training Director or Director of Operations

**Qualifications:**

- 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 skills
- Some travel required

**Hours:** 40 hours / nonexempt

**PHYSICAL REQUIREMENT/WORK ENVIRONMENT:**

- Must be able to sit for extended periods of time.
- 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.
- Must be able to squat or bend to work with service-dogs-in-training

**How to Apply:**

Please send Cover Letter and Resume to [info@retrievingfreedom.org](mailto:info@retrievingfreedom.org)