



ADW Instructor/Trainer Job Description

Assistance Dogs of the West (ADW) builds successful working partnerships between clients and dogs that empower people and open doors to new opportunities. ADW's compassionate training approach facilitates the deepest possible bond between humans and animals, and models best practices in social-relationship interactions.

Position Title: Instructor/Trainer

Position Type: Full time, non-exempt. Grant funding ending 9/24/2019

Compensation: Commensurate with Experience

Reports to: Senior Vice President of Programs

Overall Summary

The Instructor Trainer position is full time with duties that may include: implementing dog training curriculum for the following student trainer groups - students from elementary, middle & high schools, veterans and adults with developmental disabilities; training for assistance dogs in progress; providing support and training at the Puppy Enrichment Center.

Provide basic obedience, behavior modification, and custom task training to meet the needs of clients using positive reinforcement (clicker training) and relationship based training methods. Adhere to training requirements and standards as required by Assistance Dogs International (ADI).

Essential Functions

The essential functions listed below are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to be completed by the position.

Clients and Training

- Assist in client placements
- Assist with private placements
- Participate in Self Training Client Courses
- Train dogs/clients/volunteers on Public Access Certification
- Teach basic obedience, service works tasks
- Take dogs out in public to socialize
- Train at the Puppy Enrichment Center
- Teach Puppy Raiser classes

Education Programs

- Assist in Teaching Warrior Canine Connection™ classes in Santa Fe, Taos and Albuquerque
- Assist in Teaching weekly In-School classes as scheduled
- Assist in Teaching After-School classes as scheduled
- Transport dogs to and from schools as required
- Transport students to and from the office as required
- Assist with any program locations as scheduled (at-risk students, homeless youth, developmentally disabled students, veterans, etc.)
- Manage Dog Progress Reports
- Participate in student grading

Other

- Participate in continuing education relative to the position
- Adhere to ADW dog care and training standards
- Assist with dog care, kennel care and cleaning
- House dogs in the Instructor/Trainer home
- Drive company vehicles to transport dogs, students and for other organization needs
- Other duties as assigned by management

Work Environment

This job operates in a professional office environment, dog kennels, surrounding areas, client homes, agencies, communities and the Puppy Enrichment Center

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand, bend, stoop, kneel, crouch, crawl and perform a variety of physical motions with his or her hand, arms, shoulders and legs in order to care for and train dogs.

The employee must be able to manipulate and use all equipment and tools necessary to care for dogs, including leashes, medicines, locking mechanisms and dog toys.

The employee must regularly lift and move up to 50 pounds and frequently lift and/or move up to 25 pounds.

The employee may cover shifts at the Puppy Enrichment Center, including overnight shifts. The employee must be alert and able to respond to the needs of a litter of pups and the mother dog as well as any situation that may need immediate attention on a 24/7 basis.

Position Type and Expected Hours of Work

This is a full-time, non-exempt position consisting of approximately 40 hours of work per week. This position may require working weekends, evenings, holidays and being open to working additional shifts on an as needed basis. Flexibility will be required to accommodate the schedules of our clients and co-workers. The Puppy Enrichment Center requires flexibility because of the pups' needs, growth and age.

Travel

Local travel, travel to Taos and Albuquerque, travel to client homes, ADW program spaces and other public spaces is expected. Out-of-state and in-state travel may be required to assist clients with training, placement and for required re-certifications of the dog/client team. Local travel is expected to be more frequent and occur on a weekly basis.

Required Education, Experience and Competencies

- Advanced understanding of canine behavior and learning theory
- Must have the ability to assist people with disabilities in their home & community
- Must be familiar with clicker training and positive reinforcement behavior modification techniques
- Minimum 2 years of dog training experience

Preferred Education, Experience and Competencies

- Bachelor Degree in animal behavior, psychology, zoology, biology or related experience
- Certificate or degree from Animal Behavior College, Bergin University of Canine Studies, Karen Pryor Academy or other positive reinforcement and clicker training dog training program
- Nonprofit work/volunteer experience
- Service Dog training experience
- One-on-one and group client training experience
- Experience working with people with disabilities/disability awareness
- Puppy Enrichment Program knowledge
- Experience working with veterans
- Teaching experience
- Occupational Therapy experience

Dog Interaction and Training Skills

- Must have an affinity for dogs
- Must be able to learn ADW 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 work independently and have excellent decision making and problem solving skills when away from the office
- Must be able to stay focused despite numerous distractions and multiple tasks

Leadership and Communication Skills

- Ability to communicate effectively with clients, management, peers, stakeholders and volunteers
- Must exercise professionalism and maintain a high level of confidentiality
- Desire and patience to work with people with disabilities with empathy, not sympathy
- Ability to give presentations comfortably to small and large groups

Additional Eligibility Qualifications

Must have a valid driver's license in good standing and maintain current vehicle insurance.

Work Authorization

Must be authorized to work in the United States

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Essential and marginal job duties, responsibilities and activities may change at any time with our without notice.

Equal Employment Opportunity

It is the policy of ADW that all employees and applicants receive equal consideration and treatment without regard to the individual's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity (transgender status), domestic partner status, marital status, disability, AIDS/HIV status, height, weight or any other protected group status as defined by law.

To Apply/Contact: Send resume and three references to Pam Sweeney at pam@assistancedogsofthewest.org