

## Duo Job Description

Job Title: Director of TOUCH Therapy

Job Standard: This position is responsible for maintaining the integrity of Duo Touch and Paws for Reading programming, ensuring that the programming meets organizational standards. In addition, this position will work with the program committee to develop new programs as warranted by the community and by the organization.

Employee Standard: To be followed by all employees of Duo

- To successfully complete background check
- To abide by all policies and procedures of Duo
- To perform all duties of this position, in a timely and professional manner
- Demonstrate highest professionalism in all interaction with other staff, clients, volunteers, donors, and any others involved with Duo

Job Responsibilities: TOUCH, Paws for Reading classes, volunteers, reporting, implementation, and evaluation

- Establish policies, procedures, and guidelines for specific programming
- Collect and maintain program data for use by the Volunteer Coordinator and Executive Director
- Track and identify facilities and teams for current and future programs
- Work with the Duo staff and leadership to initiate and maintain community partnerships to solidify programming and ensure future growth
- Contribute to the volunteer and organization newsletter
- Develop and implement measurement tools for the programs to gauge success and modifications to programs if necessary
- Assist in the recruitment and orientation process
- Assist in the tracking of volunteer hours for the programs
- Maintain records of visits performed by the programs
- Responsible for the certification of all visiting teams and ensuring certifications are performed in a timely manner
- Develop, maintain and implement necessary training for participation in all programs
- Attend special events and education programs
- Responsible for the resolution of issues that arise in the specific programs
- Other duties as assigned

Qualifications:

- Excellent written and verbal communication skills
- Excellent problem solving skills
- High-level attention to detail
- Be enthusiastic and able to forge relationships
- Flexibility in scheduling
- 3-5 years of obedience experience (Touch therapy)

Education Reqs.:

- Bachelor's degree or consummate experience preferred.

Related experience:

- Sales Force software experience preferred
- Extensive knowledge of canines, canine training and how canines learn
- Excellent people skills for teaching
- Self-motivated, hard-working and able to take the initiative
- Ability to demonstrate success in developing and implementing new programs

Physical parameters of job:

- Lifting – minimum 50#
- Carrying – 50#

Reports to: Executive Director

Duration of position: To retirement, dismissal, or when individual is no longer physically able to perform the duties and functions of the position

Salary Range: \$45,000-\$55,000 salary range dependent on experience

The statements presented in this job description are intended to describe the general nature and level of the work to be performed by an individual assigned to this position. These statements do not constitute an inclusive list of duties and responsibilities associated with this position.