



# Join our Team

## Be part of a team that empowers people to live without boundaries!

**We change lives every day!** At the Guide Dog Foundation and America's VetDogs our Core Values are more than just words, they're the fabric of our mission. We're looking for people with a positive attitude and a strong work ethic, an ability to identify and resolve problems, a demonstrated commitment and desire to help people with disabilities, and excellent interpersonal skills.

### The Organizations

The Guide Dog Foundation ([GuideDog.org](http://GuideDog.org)) and America's VetDogs ([VetDogs.org](http://VetDogs.org)) train and place service dogs for those with physical disabilities; guide dogs for individuals who are blind or have low vision; service dogs to help mitigate the effects of post-traumatic stress disorder; hearing dogs for those who have lost their hearing, and facility dogs as part of the rehabilitation process in military and VA hospitals.

Both are 501(c)(3) not-for-profit organizations that serve clients from across the United States and Canada and both are accredited by both the International Guide Dog Federation and Assistance Dogs International.



We have been providing guide dogs since 1946 and service dogs since 2003. We're the organizations behind Sunny and Charlie, the "Puppies with a Purpose" on NBC's TODAY morning show and Sully, President George H.W. Bush's service dog. We are unique in the assistance dog industry in that we train and provide both guide dogs and multiple types of service dogs - cross-training them when needed.

### The Location

Smithtown is a suburb of New York City and is considered one of the best places to live in New York. The town features easy access to the Long Island Sound, historical sites, charming architecture, close proximity to world class wineries, amazing beaches, theatrical companies, hiking, golfing, horseback riding, fishing and every thinkable outdoor activity. Living in Smithtown offers residents a suburban feel with local shopping, side walked streets and a wide variety of restaurants, coffee shops, and parks. The public schools in Smithtown are also highly rated.

### Compensation Package

We offer competitive wages, a comprehensive benefits program which includes an outstanding 403(b) plan, tuition reimbursement and generous paid time off (subject to eligibility).

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## The Position

The Guide Dog Foundation and America's VetDogs have a unique employment opportunity for a **Service Dog Training/Class Supervisor & Apprentice Program Manager** at our campus in Smithtown, NY (Long Island). This position reports to the Chief Program Officer and is responsible for developing apprentices to become members of a high-profile group of certified service dog instructors. This includes preparing dogs for consumers, apprentice development as well as guiding and evaluating class instructors in matching dogs to students to assure safe, quality dog/person teams. As a high level member of our Training Department, this position assumes a number of ancillary duties outside class, apprentice and dog training responsibilities.

We're looking for someone who has the experience of training service dogs, is results driven and is passionate about growth, innovation and collaboration.

## Qualifications

- Qualified ADI Instructor status or has completed a service dog apprentice program who has the ability to train positive reinforcement training methodology. Bachelor's degree or equivalent work experience preferred.
- Capable of safely handling a variety of large breed dogs, weighing up to 90 pounds with varying strength and manageability.
- Able to communicate via voice mail and e-mail, able to effectively use Microsoft Office, spreadsheets and database applications. Possess excellent time management and organizational skills.
- Be able to travel regularly for extended periods (approximately 12 days), capable of working weekends, holidays and occasional overnight. Be willing to attend training seminars to further education and receive additional certifications in the service dog field.
- Have a valid driver's license in good standing and be able to drive a car or van or bus. Have authorization to work in the United States.



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### How to Apply

Please send your resume and cover letter to  
[Loretta@GuideDog.org](mailto:Loretta@GuideDog.org)