

# Program Trainer Job Description

Can Do Canines is dedicated to enhancing the quality of life for people with disabilities by creating mutually beneficial partnerships with specially trained dogs. The dogs are provided to the client at no charge. The organization is supported primarily by donations from individuals, corporations, service clubs, and foundations. We receive no government funding.

## Job Description

**Job Title:** Program Trainer

**Reports to:** Training Manager

**Job Summary:** Care for, evaluate, and train dogs that are residing at the kennel in preparation for their final program placement and during mid-program evaluation.

**Salary Range & Benefits:** Non-exempt, Hourly Wage

Eligible for Health and Dental Insurance, 403(b), Paid Time Off (PTO)

**Hours Required:** Minimum 40 Hours per week, occasionally including weekend and evening hours.

## Relationships

**Positions Supervised:** Oversight of work assignments for Kennel/Cleaning Staff; Kennel Volunteers

**Person Making Work Assignments:** Training Manager

**Frequent Interactions With:** Client Services Coordinators, Client Services Manager, Director of Training, Director of Operations

## Major Duties and Responsibilities

1. Evaluate and train In-For-Training dogs in preparation for final placement.\*
2. Maintain daily training records.\*
3. Evaluate, monitor, and assist in canine health-related issues.\*
4. Work with puppy program volunteers when returning or picking up dogs.\*
5. Communicate Kennel expectations and/or concerns to staff and volunteers.\*
6. Evaluate, monitor, and assist in feline health-related issues.\*
7. Monitor cat food/cat litter inventory.\*
8. Make public presentations, including assistant dog demonstrations.\*
9. Contribute to the creation, review, and updates to training manuals.
10. Microchip dogs/puppies and giving distemper shots as needed, transport dogs to vet appointments, and evaluate dogs received from shelters and potential pet donations.
11. Duties may include working facility tours and events.
12. Other duties as assigned.

\*Denotes essential functions of this position.

## Required Qualifications:

### Experience

Knowledge and experience in dog training and care, typically obtained by five or more years of related work experience. This position requires the use of a telephone and computer to perform work, the ability to perform work without close supervision, and experience and ease in public speaking. A valid driver's license and insurability are required.

Knowledge of and experience in client relations, working with persons with disabilities, working with volunteers, and knowledge of Assistance Dog International (ADI) regulations are preferred.

### Education

Associate's degree and seven years of related experience, Bachelor's degree and five or more years of related work experience, or ten or more years of related work experience, or reasonable variation of the above.

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<u>Expected Working Conditions** for This Position</u>	<u>Frequency</u>
1. Exposure to dog and cat dander.....	Daily
2. Exposure to dog and cat feces.....	Daily
3. Work directly with dogs.....	Daily
4. Exposure to cleaning chemicals.....	Daily
5. Use cleaning tools: mops, brooms, floor "Zamboni", floor buffer, vacuum cleaner, etc.....	Daily
6. Work outdoors.....	Daily
7. Work in public environment, sometimes in retail.....	Frequently
8. Work in prison environment.....	Never
9. Work in office environment.....	Daily
10. Perform work using a computer.....	Daily
11. Heavy lifting, up to 30 pounds.....	Regularly
12. Heavy lifting, 30 pounds or more.....	Regularly
13. Stoop, crawl, kneel, rise from a prone or kneeling position.....	Frequently
14. Sit for long periods of time.....	Frequently
15. Stand for long periods of time.....	Frequently
16. Work in small or cramped spaces.....	Occasionally
17. Perform work using a telephone.....	Regularly
18. Work with clients.....	Occasionally
19. Work with parties external to the organization.....	Frequently
20. Work with volunteers.....	Frequently
21. Drive organizational vehicles.....	Frequently
22. Handle checks, cash, credit card transactions.....	Occasionally
23. Public Speaking.....	Frequently

## Working Conditions Guidelines:

Daily = Daily

Frequently = Weekly

Regularly = Monthly

Occasionally = Quarterly to Bi-Annually

Rarely = Annually

Never = Never

\*\*Title I of the Americans with Disabilities Act of 1990 (the "ADA") requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. "In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities."

Please send your COVER LETTER and your RESUME via email to: [hr@can-do-canines.org](mailto:hr@can-do-canines.org).

No phone calls or in-person visits, please.

You can learn more about our organization by visiting our website at [www.can-do-canines.org](http://www.can-do-canines.org).