

Service Dogs of Virginia
Puppy Program Coordinator/Trainer Job Description

Service Dogs of Virginia is a 501(c)(3) organization that raises, trains, and places service dogs with individuals with disabilities who live in Virginia and is fully accredited by Assistance Dogs International. SDV has placed over 100 assistance and facility dogs in of the Commonwealth of Virginia without passing on the significant cost of training. The support we receive from individuals, foundations, businesses, and the community is critical to helping us realize our mission since SDV receives no support from the government and service dogs are not covered by medical insurance.

We are seeking a skilled full-time Puppy Program Coordinator/Trainer to oversee Puppy Program for SDV and to train a small string of dogs in advanced training using positive reinforcement. Salary is commensurate with experience starting at \$32K with health and dental insurance. All staff must be comfortable working on-site in an office space with one to four dogs and a facility with up to 10 or more dogs. Staff members help walk dogs midday and late afternoon and answer the telephone as needed. The Executive Director may add additional responsibilities as needed or shift some responsibilities to another staff member as needed.

Applicants should provide a cover letter, resume, and two references to Peggy Law, P. O. Box 408, Charlottesville, VA 22902 or peggylaw@servicedogsva.org. No phone calls, please.

JOB DUTIES

Puppy Program Coordinator

To include but not limited to:

- Manage puppy raisers through all stages of volunteering including recruitment, onboarding, and puppy raising
- Communicate with raisers to help guide to best practices/problem solve issues/scheduling classes
- Teach puppy classes; sometimes multiple classes per week
- Schedule individual check0in either digitally or in-person
- Develop written, video and online material for puppy raisers
- Evaluate behavior of puppies in training through standardize assessments, observations during class, and analysis monthly reports; provide feedback
- Arrange puppy swaps; assist with puppy respite
- Entering/coordinate relevant data into IWDR
- Coordinating and supervising satellite puppy programs when developed
- Communicate with executive director for equipment needs, orders equipment
- Coordinate transitions for whelping into puppy raising and puppy raising into advanced training
- Coordinate puppies in flight program

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Trainers

To include but not limited to:

- Teach advanced skills to the dogs
- Maintain training records of dogs in your string
- Maintain vet records for dogs in you string
- Collect data on released dogs-reasons, etc.
- Have input on disqualifying dogs
- Communicate with executive director for equipment needs, orders equipment
- Help with breeding and whelping
- Assist with breeding selection
- Participate in client triage selection process including interviews and home visits
- Run transfer camp on dogs you have trained
- Provide on-going support for clients including testing; resting; and problem-solving behavioral issues
- Liaise with veterinarians on behalf of handlers of all aged dogs in program