



JOB DESCRIPTION

Apprentice Trainer

REPORTS TO: Master Trainer

POSITION TYPE: Hourly

ABOUT THE ORGANIZATION

Service Dogs for America (SDA) was founded in 1989 and placed its very first service dog in 1990 and became a 501(c) 3 in 1992. SDA's mission is to train and certify service dogs for individuals with disabilities. SDA's vision is to see a society where disabled individuals are able to fully participate in social, educational and occupational opportunities.

We do this by...raising, training and certifying service dogs, and educating the public and business by demonstrating how a service dog mitigates disabilities and the legal rights of disabled individuals with service dogs in public places.

SDA is an accredited member of Assistance Dogs International (ADI) and adheres to standards and ethics that define training standards for dogs, guides how clients and dogs are treated, how programs are developed and the type of expertise and professional behavior required of trainers.

SDA currently trains and cross trains the following types of service dogs:

- Seizure Response
- Diabetic Alert
- Mobility Assist
- Post-Traumatic Stress Disorder
- Facility Dogs

Skills and Requirements

Must be willing to learn and follow SDA's established training methods.

Minimum Educational and Certification Requirements

- High school diploma or GED. (Experience may be substituted)
- Must be or able to become Red Cross CPR/First Aid and Pet CPR/First aid certified.

Minimum Experience Requirements

- One - two years of experience in the care, handling and training of dogs under the mentorship of a certified trainer is required.
- Must have a working understanding of Assistance Dogs International (ADI) accreditation standards and ethics.
- Must have knowledge of pertinent canine laws (i.e., leash laws and public access laws)

- Must have experience working with dogs and people and have confidence working with difficult clients and dogs.
- Must have knowledge of pertinent public access laws.
- Must be competent in all the tasks assigned to a Kennel Assistant.

Personal Requirements

- Genuinely enjoys working with dogs.
- Can work unaffected in an environment where dogs are barking.
- Must be available to work weekends and holidays as needed.
- **Physical Effort:** Have the physical strength and ability to stand for an entire shift when needed, and be able to lift dogs and objects weighing up to 40 pounds with or without assistance, handle repetitive up-and-down or back-and-forth motions, and work while bending. Must be able to work outdoors in the heat and cold.
- **Working conditions:** May be exposed to unpleasant odors, noises and animal feces. Must have proof of current tetanus vaccination; may be exposed to bites and scratches.

Salary Range

- The range for the position is \$11.50 to \$13.00 per hour.
- Benefits are outlined in the employee manual and are separate from the hourly wage.
- SDA provides monthly professional development training.

General

General Knowledge, Skills and Abilities

- Must consent to and be able to pass a Criminal Background Check.
- Must consent to sign and adhere to SDA's Confidentiality Agreement.
- Must follow and exceed Assistance Dogs International (ADI) minimum training standards and ethics.
- Must possess a valid driver's license and/or reliable transportation.
- Must have ability to communicate effectively both verbally and in writing with staff, clients, and public.
- Must have basic computer skills.
- Must be able to work well on their own.
- Must be able to work as part of a team.
- Must be dependable, punctual and very responsible.
- Must be able to follow oral and written instructions.
- Must have good problem-solving skills.
- Must have excellent time management and organizational skills.
- Must know the range of services the organization provides.
- Must be familiar with breeds and coat colors.
- Must be willing to learn about infectious diseases, including prevention and steps to reduce or eliminate transmission and know about the most common dog diseases.

General Tasks

- Assists in cleaning, feeding and grooming.
- Trains under the direction of the Master Trainer.

- Is available to travel and promote SDA services through community events, conferences, presentations and fundraising activities under the direction of the Executive Director, Development Director and/or Master Trainer.
- Places dog safety as a top priority with all interactions.
- Maintain a professional appearance while at work.
- Maintain an even, friendly demeanor while on the job. Perform job tasks efficiently without rushing.
- Handle stress and pressure respectfully.
- Show respect for clients, team members, and animals at all times.
- Maintain a list of tasks and engage in productive work during slow periods.
- Assist other employees as needed. Avoid waiting for coworkers to ask for assistance.
- Participate in your performance appraisal.
- Participate in all staff and training meetings.
- Maintain strict confidentiality regarding clients for whom the organization provides services.
- Be prepared to handle any pet or facility emergency that may arise, including dog fights, choking or injured animals, and facility fire or weather-related emergencies. Follow contingency plans.
- Follow established facility closing procedures to ensure the security of dogs, boarders, and the building.

Daily Dog Care Tasks

Care and Monitoring

- Exercising, training, feeding, cleaning kennels and grooming
- Monitor kennels for toy safety and remove choke hazards.
- Ensure dogs' safety and well-being at all times.
- Continuously monitor and pay particular attention to signs of distress, illness, or injury.
- Know the key symptoms of emergency medical problems likely to be exhibited by dogs.

Kennel Procedures and Maintenance Tasks

Record-Keeping

- Document training, accidents, human and/or canine injuries on a daily basis.

Transporting Dogs (Must be cleared by Executive Director and Master Trainer)

- Be willing to transport dogs under SDA policies and procedures.

For more information and job application, please contact Vicki McMahon, Campus Manager at 701-685-2242 or email info@servicedogsforamerica.org

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