



PO Box 25679
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PALMETTO ANIMAL ASSISTED LIFE SERVICES

Job Title: Assistance Dog Trainer/Instructor
Reports to: Executive Director

Overview of Responsibilities and Duties: Train assistance dogs, volunteers, apprentices, and who work with dogs, and clients who receive dogs.

Primary Responsibilities:

- Assist with care of assistance puppies and dogs in training in a home environment, and when needed prison environment.
- Instruct clients with disabilities how to work with assistance dogs
- Provide guidance and support through follow up visits and correspondence with assistance dog teams throughout the state of SC and nearby areas.
- Communicate with volunteer, intern, and apprentice trainers and director on dog training issues
- Support the management of dog files and training logs
- Transport puppies and dogs as needed in personal vehicle
- Assist with general dog health care, grooming, nutrition and veterinary visits, to ensure correct and consistent care for husbandry and handling of the assistance pups and dogs in training
- Maintain animal supply inventory

Secondary Responsibilities:

- Assist with breeding/whelping and puppy development program
- Assist with assessment and acquisition of potential canines
- Work with weekend fosters as required
- Assist with training of inmates in Prison PAALS occasionally
- Work with volunteers as assigned
- Maintain good relationships with all volunteers
- Work with director to set up and conduct interviews with potential clients as required
- Participate in "Clients in Waiting" sessions as requested
- Timely computer record maintenance, phone correspondence, and email communication
- Administrative task completion as requested
- Assist in fundraising/development work as requested

- Participate in presentations and fund raising/marketing opportunities

Qualifications:

- At least two years experience in operant conditioning-based training, specifically with assistance dogs
- Knowledge and understanding of, or qualification in, canine behavior and learning, including Psychology
- Knowledge and experience in canine health care and/or dog grooming
- Advantageous to have experience in different environments including kennels, animal rescue charities and pet therapy
- Especially advantageous to have experience and understanding of people with different disabilities and/or youth programs
- Natural aptitude with both dogs and people
- Experience in fund-raising a positive
- Outstanding communications skills, both written and verbal
- Computer proficiency in Word, PowerPoint, and Excel programs
- Experience in report-writing
- Exceptional interpersonal skills
- High attention to detail
- Ability to multi-task
- Clean driving record
- Background check

Job Location: Columbia, SC

Salary: monthly range based upon experience

Hours: Full time, flexible

Interested Applicants please submit resume to jrogers@paals.org or mail to

P.O Box 25679

Columbia, SC 29224, attention Jennifer Rogers, Executive Director.