



JOB TITLE: Dog Program Intern
JOB LOCATION: Maui, Hawaii and Bainbridge Island, Washington
REPORTS TO: Training Director

SUMMARY

Join our growing team and help unleash abilities! Assistance Dogs of Hawaii (ADH) is seeking Dog Program Interns to live and work at our main campus on Maui and our northwest campus on Bainbridge Island, WA for 3-6 months. Interns assist the staff in all phases of program operations. Interns assist with the health care, socialization, training and follow up. Interns work closely with the training director, office manager, program manager and volunteers. Interns gain valuable knowledge and experience in all aspects of running an Assistance Dog Program.

Important Note: Successfully attending and completing this internship does *not* signify this person is a Service/Assistance Dog Trainer or qualified to train or place Service/Assistance Dogs. Assistance Dogs International has specific standards that an individual must meet in order to be a certified Assistance Dog trainer – completing this internship does not meet these requirements.

LENGTH OF INTERNSHIP

Each internship is a full time, unpaid position for 3-6 months. We look forward to welcoming a new intern as soon as June 15, 2023. We are delighted to provide travel, housing and transportation for all interns.

QUALIFICATIONS

- College degree in psychology, health, animal behavior or related field.
- 2 years of experience working in the dog training field (preferably with assistance dogs).
- Excellent knowledge of disabilities, dog behavior, and training methods.
- Ability to work independently as well as to follow directions.
- Excellent teamwork, time management, organizational, and multi-tasking skills.
- Excellent interpersonal, verbal and written communication skills.
- Ability to use the Microsoft Office suite, Dropbox, and to learn and use our Salesforce database.
- Ability to complete and maintain accurate records and meet deadlines.
- Team player with an adaptable style and a positive “can-do” attitude.

OTHER REQUIREMENTS

- Valid driver’s license.
- Able to stand and walk long distances, including outdoors in all weather conditions.
- Ability to lift up to 40 pounds.
- Ability to work occasional weekends and evenings as required for special events.



APPLICATION REQUIREMENTS

- Resume or curriculum vitae
- Cover letter
- Names and contact information for three (3) professional references, including at least one previous employer
- Please email all to info@assistancedogshawaii.org

WORK SETTING

Maui campus- The campus is located on 2.5 acres in beautiful upcountry Maui. Maui is known for its beautiful beaches and relaxed island lifestyle. Surrounded by Haleakala Ranch, the campus is a quiet and peaceful setting. The campus is wheelchair accessible and includes an apartment, client cottage, exercise fields and trails.

Bainbridge Island campus-Bainbridge Island is centrally located in the Puget Sound and is a 35-minute ferry ride from downtown Seattle. It is known for the charming town of Winslow and an abundance of parks and beaches. The campus is wheelchair accessible and includes a residence, client cottage, exercise fields, and a creek. The remodeled barn includes an office, classroom and training room. The Dog Program Intern will be required to work on campus.

ABOUT ASSISTANCE DOGS OF HAWAII AND ASSISTANCE DOGS NORTHWEST

Assistance Dogs of Hawaii (ADH), a 501(c)(3), was founded in 2000 and is a fully accredited member of Assistance Dogs International. Assistance Dogs Northwest is an LLC of ADH and was founded in 2017. Our mission is to enhance the lives of children and adults with physical disabilities and other special needs by partnering them with professionally trained Assistance Dogs. Assistance Dogs and lifetime follow up support are provided free of charge. For additional information visit, www.assistancedogshawaii.org or www.assistancedogsnorthwest.org.

Please send your resume and cover letter to: info@assistancedogshawaii.org

DIVERSITY & INCLUSION STATEMENT: ADH is committed to an inclusive workplace that does not discriminate against race, nationality, religion, age, marital status, physical or mental disability, sexual orientation, gender, gender identity or any other protected characteristic under federal, state or local law. We believe in diversity and encourage any qualified individual to apply.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.



ASSISTANCE DOGS OF HAWAII

Unleashing...ABILITIES

Internship Position

Internship Program

Assistance Dogs of Hawaii has an opening for a 3-6 month intern position at the main campus in Maui, Hawaii and at our northwest campus on Bainbridge Island, Washington. We provide a positive environment and beautiful location to learn and work. Interns gain valuable, practical experience, while helping program staff and volunteers. Assistance Dogs of Hawaii trains and places Service Dogs, Hospital Facility Dogs, and Courthouse Facility Dogs.

The internship focuses on training and program services. All interns work closely with the training staff and gain valuable experience in all areas of running a successful Assistance Dog Program with a best practices model. This is an excellent opportunity for individuals with training experience who want to pursue a career in the Assistance Dog Industry.

For more information about our organization, please visit our website at www.assistedogshawaii.org.

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Length of Internship

- The internship position is a full-time position for 3-6 months
- Travel, housing and transportation are provided
- The intern position is unpaid

Application Instructions

If you are interested in applying for an Assistance Dogs of Hawaii intern position, please submit the following to info@assistedogshawaii.org

- Resume or curriculum vitae.
- Letter of intent explaining why you are interested in the internship and how it will help you meet your goals.
- Names and contact information for three references, including one previous employer.

