



## Assistance Dogs Northwest Dog Trainer – Job Description

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**JOB TITLE:** Dog Trainer  
**JOB LOCATION:** Bainbridge Island, Washington (live on or off campus)  
**REPORTS TO:** Training Director

### SUMMARY

Join our growing team and help unleash abilities! Assistance Dogs Northwest is expanding and seeks a full-time Dog Trainer for our Bainbridge Island, WA campus. This position is responsible for ensuring the highest standards are met by the puppies in training, graduating Assistance Dogs and graduate teams. This position is responsible for overseeing all of the health care, training and follow up support as well as assisting with breeding of puppies. Dog Trainers work closely with the Training Director, all program staff and volunteers.

### PRIMARY JOB BENEFITS

- Top Tier Medical + Dental Insurance
- 403b retirement savings + company match
- Paid vacation & holidays
- Friendly, casual work environment
- Mission-driven non-profit organization
- Park-like campus grounds

### QUALIFICATIONS

- Minimum of 5 years of experience as an Assistance Dog Instructor.
- Bachelor's Degree in animal behavior, psychology, biology or a related field of study.
- Excellent knowledge of disabilities, dog behavior, and positive training methods.
- Knowledge of basic veterinary medicine and canine health care.
- Ability to work independently as well as to take direction and manage others.
- Excellent time management, organizational, and multi-tasking skills.
- Excellent interpersonal, verbal and written communication skills.
- Ability to use the Microsoft Office suite and to learn and use the Salesforce database and Dropbox.
- 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
- Stand and walk long distances, including outdoors in all weather conditions
- Ability to lift up to 40 pounds



### GENERAL ADMINISTRATIVE DUTIES

- Responsible for the advancement of the program’s mission, vision, and core values. Direct program to meet or exceed qualitative and quantitative goals as it relates to canines and clients.
- Help maintain an environment of integrity, excellence and innovation where staff is committed to achieve organizational and team goals.
- Collaborate with Training Director to build an inclusive campus where all departments interact, celebrate, and train together as one team. Implement strategic initiatives.
- Work with the development team to represent the program through interviews, tours, special events, demonstrations, and presentations.
- Schedule activities to achieve program objectives.
- Oversee and maintain Salesforce, Dropbox and hard copies of dog files.
- Design and prepare reports and analysis on program results and stats.
- Provide input and make recommendations to the Training Director for improvement to program operations.
- Ability to work occasional weekends and evenings as required for special events.

### ASSISTANCE DOG PROGRAM DUTIES

#### ○ Puppies:

- Work with current breeder network and help to expand it.
- Oversee and/or conduct Puppy Temperament Tests (PTT).
- Schedule veterinary appointments and ensure that vaccinations and health screenings are done on a timely basis.
- Ensure monthly heartworm and flea/tick preventatives are given to each of the dogs in training. Keep this information updated on the calendar.
- Oversee the feeding, care and management of all dogs and puppies in training. Keep an updated feeding chart at each campus.

#### ○ Puppy Raisers:

- Help recruit new puppy raisers.
- Provide ongoing coaching and counseling.
- Oversee the collection and evaluation of monthly progress reports and correspondences.
- Conduct weekly Puppy Raiser classes and monthly field trips.

#### ○ Dogs in Training:

- Oversee the feeding, care and management of dogs in training.
- Evaluate canine temperament and behavior.
- Provide accurate verbal and written reports on training progress.
- Schedule vet appointments and ensure that vaccinations and health screenings are completed on a timely basis.



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- Ensure monthly heartworm and flea/tick preventatives are given to each of the dogs in training. Keep this information updated on the calendar.
- Ensure highest standards are met using force-free, science-based, positive training methods during all stages of training.
- **Internship Program:**
  - Train and assist interns on campus.
  - Ensure that dogs in training are making adequate progress and meet agency standards for assistance dogs.
  - Mentor interns in learning proper methods for training dogs and the correct procedures for documenting dogs' progress in training reports.
- **Assistance Dog Applicants:**
  - Ensure applicants receive timely and accurate information and application materials.
  - Assist with applicant interviews and visits.
  - Monitor regional waiting lists.
  - Collaborate with Application Committee in the matching process for applicants.
- **Clients:**
  - Oversee Team Training Camp and provide guidance for interns.
  - Using the Team Training curriculum, ensure students are taught the concepts and skills required to work with assistance dogs and that quality student instruction is provided.
  - Provide lectures, hands-on demonstrations and necessary feedback to students and graduates to allow them to successfully handle assistance dogs.
  - Oversee or conduct on-going support and follow-up visits in person or virtually.
  - Support graduate teams as dogs are retired.

### ADDITIONAL DUTIES

- Participate in at least 20 hours of continuing education courses every two years.
- Participate in Risk Management Program and ensure policies are followed.
- Ensure Volunteer, Client and Dog Records are kept up to date on Salesforce and Dropbox.
- Maintain adequate inventory of training supplies.
- Ensure maintenance of training equipment including wheelchairs, etc.



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- Assist with ADI accreditation process.
- Work with team members to plan and schedule specialty classes (Therapy Dog Team class, summer camps, etc).

### COMPENSATION PACKAGE

We offer a comprehensive benefits program that includes health insurance, a matching 403(b) plan, paid holidays and generous vacation time. Salary commensurate with experience.

### WORK SETTING

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 Dog Trainer will be required to work on campus. 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.

### ABOUT ASSISTANCE DOGS NORTHWEST

Assistance Dogs Northwest is an LLC of Assistance Dogs of Hawaii and was founded in 2017. Assistance Dogs of Hawaii, a 501(c)(3), was founded in 2000 and is a fully accredited member of Assistance Dogs International. 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.assistancedogsnorthwest.org](http://www.assistancedogsnorthwest.org).

Please send your resume and cover letter to: [info@assistancedogsnorthwest.org](mailto:info@assistancedogsnorthwest.org)

**DIVERSITY & INCLUSION STATEMENT:** ADH and ADNW are 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.