



Paws & Affection

Empowering Children with Amazing Dogs

Position: Part Time Dog Wellness Advocate and Volunteer Manager

Hours: ~20 hours/week

Schedule: M-F 4 hours/day - shifts are flexible between the hours of 9 and 5.

Salary: Hourly - commensurate with experience

Reports to: Laura O’Kane - Executive Director

Paws and Affection is looking for a part time Dog Wellness Trainer and Volunteer Manager to oversee and facilitate the overall health of our team, implement Cooperative Care training, and teach these methods to our team of dedicated volunteers.

This person is a creative problem-solver who is organized, flexible, and patient. This person is also gentle and kind with both people and dogs. S/he genuinely cares about and wants to invest in the community of people involved with Paws and Affection. This person works well as part of a team and can successfully collaborate with others. Significant positive-reinforcement-relationship-based dog training experience is a must, along with experience in choice teaching for dogs. This person also has a wealth of experience working with a variety of people and the patience to make it work.

Get involved with work that is making a difference in the community and help us take this organization to the next level.

Job Responsibilities:

DOGS

- Cooperative Care training for all dogs
- Maintain nails, ears, and grooming of all dogs
- Schedule and facilitate well and sick vet visits for all dogs in Devon, PA
- Create and maintain PetPlan insurance policies for new and existing dogs
- Practice bond based exercises with all dogs
- Reinforce basic obedience behaviors
- Document and track dog’s training progress
- Manage nutritional needs of dog team



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VOLUNTEERS

- Train new volunteers on bond based curriculum and day to day volunteer duties.
- Coordinate volunteer schedule three times a year (fall, spring, summer)
 - interview new volunteers and reach out to existing volunteers re: availability
- Communicate with volunteers regarding questions, schedule changes, etc.
- Work a schedule that allows overlap with every volunteer at least once a month

Qualifications:

- Certified by a dog training organization or equivalent experience and education.
- Experience in cooperative care training for dogs.
- Experience in and enjoyment of teaching people how to work with dogs.
- Passion for working with dogs in a loving and kind manner.
- College degree preferred.
- Excellent people and communication skills, both written and oral.
- Creative problem solver.
- Management experience.
- Time management, multitasking, and organizational skills.