



# **Paws & Affection**

*Empowering Children with Amazing Dogs*

**Position: Part Time Puppy Trainer and Foster 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 Puppy Trainer and Foster Manager to oversee and facilitate the initial training and socialization of our service dogs in training during their early development period of 8 weeks to 1 year.

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, as well as experience working with a variety of people.

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**

- Socialize new puppies at HQ and in the community.
- Teach initial obedience to new puppies
  - i.e. crate games, leash walking, potty training, sit, down, touch, wait
- Introduce bond based exercises to new puppies
- Document and track dog’s training progress

### **FOSTERS**

- Interview foster families with ED
- Onboard new foster families
- Communicate with foster families via text, email, phone, and in person to check in, follow up, and answer questions.
- Facilitate weekly group training classes or private sessions with foster families



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## **Qualifications:**

- Certified by a dog training organization or equivalent experience and education.
- Hands-on experience and interest in training dogs in the early stages of development (8 weeks - 12 months).
- Experience in and enjoyment of teaching people in both group and one on one settings.
- College degree preferred.
- Excellent people skills and ability to communicate, both in writing and orally.
- Creative problem solver.
- Management experience.
- Time management, multitasking, and organizational skills.