



### Pets for Life: Dog Training Team Assistant

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.*

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| <b>Work Location</b>  | Atlanta, Chicago, Los Angeles and Philadelphia  |
| <b>Position Grade</b>   | <b>3</b> ; background check includes Criminal Background, Social Security Number Verification and Sex Offender Registry   |
| <b>Purpose of the Position</b>  | Volunteers support our dog training classes by providing assistance to the staff trainer.   |
| <b>Volunteer Responsibilities</b>   | Working under the direction and discretion of the professional trainer, volunteers will: <ul style="list-style-type: none"> <li>• Assemble supplies for students including dog food, treats, leashes and collars</li> <li>• Assist with on-site registration and signing in students</li> <li>• Assist with class setup and break down</li> <li>• Field questions from attendees about Pets for Life and The Humane Society of the United States (HSUS)</li> </ul>  |
| <b>Level of Difficulty</b><br><b>1=easy/5=demanding</b><br><small>(physical, mental, emotional)</small> | <ul style="list-style-type: none"> <li>• Physical difficulty is level 3; requires standing for the duration of the class; must be able to intervene in order to keep all class attendees (human and canine) safe</li> <li>• Mental difficulty is level 3; requires strong verbal communication skills, ability to follow protocols and procedures, and good judgment</li> <li>• Emotional difficulty is level 3; the nature of the issues dealt with can be emotionally distressing as volunteers will see less-than-ideal situations for people and animals</li> </ul> |
| <b>Expected Environmental Conditions</b>  | Classes may take place outside, weather permitting; volunteers should dress appropriately for the weather.  |
| <b>How Often Volunteers Work On-site</b>  | All work is performed on site at established training locations.  |
| <b>Orientation/Training</b>   | Volunteers must attend a general orientation and will receive training specific to the role, including the weekly class syllabus. Information and materials about The HSUS and Pets for Life, including the Pets for Life Community Outreach Toolkit, will be provided.<br>Volunteers will be mentored by the staff trainer. The initial three classes serve as additional training during which each volunteer will be evaluated for further consideration as a volunteer.   |
| <b>Learning Opportunities</b>   | <ul style="list-style-type: none"> <li>• Better understand the challenges faced by animal owners in underserved communities</li> <li>• Knowledge of what it takes to be a successful dog trainer and address common behavioral issues</li> <li>• Develop or strengthen public speaking and leadership skills</li> </ul>   |
| <b>Position Start Date</b>  | Ongoing   |
| <b>Initial Minimum Commitment</b>   | Two to three hours per week for nine weeks  |
| <b>Scheduling Guidelines</b>  | Classes are held the same day and time each week for a nine week period; schedules vary by city.  |

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| <b>Qualifications/Requirements for Volunteer Applicants</b>               | <ul style="list-style-type: none"> <li>• Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation</li> <li>• General experience working with dogs and a willingness to learn more about dog behavior</li> <li>• Able to communicate with a variety of people effectively and without judgment or making negative remarks</li> <li>• Able to work effectively on a team and independently</li> <li>• Able to work comfortably in underserved communities</li> <li>• Willing to take on a variety of tasks as needed</li> <li>• Able to understand The HSUS' policies and positions and the Pets for Life approach, and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS or Pets for Life</li> <li>• Able to learn and demonstrate a familiarity with The HSUS's major campaigns and mission</li> <li>• Experience with positive dog training and working with dog-reactive dogs preferred</li> </ul> |
| <b>Restrictions</b>   | <ul style="list-style-type: none"> <li>• All volunteers must be approved by and work at the discretion of the dog trainer in charge of the course</li> <li>• Must be at least 18 years old</li> <li>• Must wear a Pets for Life t-shirt (provided at no cost), closed toe shoes and other appropriate attire as directed by program staff when representing the program</li> <li>• Should have access to a computer and ability to login into an online volunteer communication site to receive updates</li> <li>• Must have reliable transportation and arrive on time for classes</li> <li>• Must be able to learn and follow guidelines and policies of The HSUS and Pets for Life, and follow directions</li> <li>• Must submit the required paperwork and pass a background check before being assigned</li> </ul>  |
| <b>Tools/Equipment Provided (including Personal Protective Equipment)</b> | All equipment needed to perform the work is provided.  |
| <b>Optional Tools/Equipment</b>   | n/a  |
| <b>Supervisor(s)</b>  | Coordinator, Pets for Life   |
| <b>Number of Concurrent Volunteer Openings</b>                            | 3-5 individuals  |
| <b>Additional Information</b>   | Volunteers are not allowed to bring their own dog(s) to class while volunteering.  |
| <b>Updated</b>  | 3.15.2016  |