



PO Box 25679
Columbia, SC 29224
803.788.7063
info@paals.org
www.paals.org

Job Title: Assistance Dog Instructor
Reports to: Executive Director

Overview of Responsibilities and Duties: Train assistance dogs, volunteers who work with dogs, and clients who receive dogs.

Primary Responsibilities:

- Assist with care of assistance puppies and dogs in training in a home, and when needed prison environment.
- Instruct clients with disabilities how to work with assistance dogs
- Provide guidance and support through follow up visits and correspondence with assistance dog teams throughout the state of SC and nearby areas.
- Communicate with volunteer trainers and director on dog training issues
- Support the management of dog files and training logs
- Transport puppies and dogs as needed in personal vehicle
- Assist with general dog health care and veterinary visits
- Maintain animal supply inventory

Secondary Responsibilities:

- Assist with breeding/whelping and puppy development program
- Assist with assessment and acquisition of potential canines
- Work with weekend fosters as required
- Assist with training of inmates in Prison PAALS occasionally
- Work with volunteers as assigned
- Maintain good relationships with all volunteers
- Work with director to set up and conduct interviews with potential clients as required
- Participate in "Clients in Waiting" Sessions as requested
- Timely computer record maintenance, phone correspondence, and email communication
- Administrative task completion as requested
- Assist in fundraising/development work as requested
- Participate in presentations and fund raising/marketing opportunities

Qualifications Continued on Page 2



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Qualifications:

- Two years experience in operant conditioning based training, preferably with assistance dogs. Preference given to graduates of ADI train the trainer programs or graduates of Bergin University of Canine Studies Institute
- Computer proficiency in Word, PowerPoint, and Excel programs
- Outstanding communications skills, both written and verbal
- Exceptional interpersonal skills
- High Attention to detail
- Ability to multi-task
- Clean driving record
- Background check

Job Location: Columbia, SC

Salary: monthly range based upon experience

Hours: 20-30 hours/week, must be available 9-1 Mon-Fri, with flexible schedule.

Interested Applicants please submit resume to jrogers@paals.org or mail to P.O Box 25679 Columbia, SC 29224, attention Jennifer Rogers, executive Director.