

Career Opportunity: Puppy Program Staff



Are you passionate about your work and looking for a way to apply your skills and talents in a meaningful way?

Do you have the skills to jump into an organization in the midst of exciting and transformational change?

At Lions Foundation Canada Dog Guides (LFCDG) we help people with medical or physical disabilities lead independent lives by providing them with a dog guide at no cost to support them in their daily lives. The school is unique in offering 7 different programs serving between 150-200 new clients annually and supporting over 1100 active clients. The school operates out of our central location in Oakville, ON and a breeding and training facility in Breslau, ON. The successful candidate would be expected to work at both locations as required.

The Opportunity:

Reporting to the Puppy Program Supervisor, LFCDG is seeking a Puppy Program staff member to work with a passionate team responsible for all aspects of supporting our vital volunteer foster families. The Puppy Program staff member is responsible for carrying out tasks related to various Puppy Program initiatives including training and interviewing prospective foster volunteers and conducting home assessments to ascertain suitability. They are a member of a team working together to ensure all Puppy Program initiatives are delivered efficiently and effectively. The Puppy Program person attends staff meetings to collaborate with the team, coordinate and integrate responsibilities and program components with all other organizational initiatives. The Puppy Program staff member contributes to fostering a productive and empowering work environment for all team members.

Key Responsibilities:

Program Involvement:

- Interviews and carries out home assessments of potential foster families within a specific assigned geographical area to ensure suitability
- Coordinates and runs regular training classes and one-on-one training for puppies and foster families
- Prepares and presents training material
- Books and conducts individual assessments for puppies in the program
- Place puppies with foster families and assist in integrating puppies into their everyday lives
- Communicates by phone, email or in person with foster families regarding behavioural and medical issues related to individual puppies
- Inputs into and maintains puppy files and computerized records to ensure records are up to date
- Transports puppies to various locations as required
- Remains up to date on current on dog training methods

Contribution to Team Effectiveness:

- Participates in team and staff meetings and provides ideas for improvement
- Acts as an ambassador of the organization when dealing with foster families and other members of the public
- Contributes to work and projects at the team level
- Shares in handling workload for positive results
- Assists in the breeding department including matings and whelping litters, cleaning kennels (including weekend and overnight shifts)
- Provides any necessary kennel care for puppies and breeding females while on Dog Guides Canada property
- Provides assistance with veterinary services as needed
- Closely liaises with all other departments at Dog Guides Canada on puppy progress, graduation information, fund raising and development, report card, recalls, general day-to-day support, etc
- Performs other duties as required and as requested

You will bring to the opportunity:

- Proven experience and/or training in puppy/dog training, socialization, handling, animal care including whelping and breeding
- Experience or background in basic veterinary care
- Positive attitude, able to work independently and within a team
- Proven ability to foster positive, productive working relationships
- Ability to lift 50 lbs. of food products and dogs weighing 40 lbs.
- Very strong interpersonal and communication skills – both written and verbal. French language skills an asset
- Interview skills
- Demonstrated organizational and time management skills
- Demonstrated capacity to work in a busy and at times, noisy work environment
- Ability to handle and work in difficult situations
- Ability to prepare and clearly and concisely present training material
- Ability to work well with volunteers of varying dog/puppy experience and ability
- Valid driver's license

Despite these interesting times, if you are looking for a challenging opportunity to demonstrate your operational capabilities and a place to let your innovative thinking shine, please send your resume, salary expectations and a cover letter stating why you are interested in becoming LFCDG's next Puppy Program staff member and how your skills set you apart by July 20, 2022 to:

Lisa Kruitwagen, Puppy Program Supervisor at:

lkruitwagen@dogguides.com

LFCDG welcomes applications from people with disabilities. Applicants will be provided accommodations during the application process if needed. We thank all applicants for their interest and advise only successful candidates will be contacted for the next steps in the application process.