



### **Career Opportunity: Puppy Program Representative**

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 seven programs serving 150-200 new clients annually and supporting over 1100 active clients.

Reporting to the Puppy Program Supervisor, LFCDG is seeking a Puppy Program representative 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. Puppy Program staff attend meetings to collaborate with the team, coordinate and integrate responsibilities and program components with all other organizational initiatives. Puppy Program staff members contribute to fostering a productive and empowering work environment for all team members.

#### **Key Responsibilities:**

- Interview and carry out home assessments of potential foster families to assess suitability.
- Coordinate and present puppy training classes and one-on-one training for puppies and foster families.
- Prepare and present training material, seminars, specialty classes.
- Book and conduct individual assessments for puppies in the program.
- Place puppies with foster families and assist in integrating puppies into their everyday lives.
- Communicate by phone, email or in person with foster families regarding behavioural and veterinary issues related to individual puppies.
- Maintains puppy files and computerized records to ensure information is up to date.
- Transport puppies to various locations as required.
- Remain up to date on current dog training methods and LFCDG best practices.

#### **Contribution to Team Effectiveness:**

- Participate in team and staff meetings and provides ideas for improvement.
- Act as an ambassador of the organization when dealing with foster families and other members of the public.
- Contribute to work and projects at the team level.
- Share in handling workload for positive results.
- Assist in the breeding department including matings and whelping litters, cleaning kennels. (May include occasional overnight shifts)
- Provide any necessary kennel care for puppies and breeding females while on LFCDG property.
- Help with veterinary services as needed.
- Closely liaise with all other departments at LFCDG on puppy progress, grad information, fund raising and development, recalls, general day-to-day support.
- Perform other duties as required and as requested, may include media presentations, dog transport, admin duties.

**You will bring to the opportunity:**

- Proven experience and/or training in puppy/dog training, socialization, handling, animal care
- Positive attitude, able to work independently and within a team.
- Proven ability to foster positive, productive working relationships.
- Very strong interpersonal and communication skills – both written and verbal.
- Interview skills an asset
- 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 present training material.
- Experience or background in whelping, breeding, and basic veterinary care an asset
- Ability to work well with volunteers of varying dog/puppy experience and ability.
- Ability to lift 50 lbs. of food products and dogs weighing 40 lbs.
- Valid driver's license

Ability to commute/relocate: Oakville, ON : reliably commute or plan to relocate before starting work (required)

Lions Foundation of Canada Dog Guides is committed to employing people from diverse backgrounds, and we actively demonstrate inclusiveness through fair, equitable, and accessible hiring practices. We recognize the strength of different experiences, backgrounds, and perspectives and welcome candidates who identify as visible minorities, Indigenous people, persons with disabilities, and persons within the LGBTQ+ community. We feel it is important as an organization that all people have access and opportunity to be employed, to be valued, and to be respected. Accommodations for job applicants with disabilities will be provided upon request during the recruitment, assessment, selection, and placement process.

If you are looking for a challenging opportunity to demonstrate your leadership and operational capabilities and a place to let your innovative thinking shine, please send your resume, salary expectation and a cover letter stating why you are interested in becoming LFCDG's next Puppy Program Representative and how your skills set you apart by noon on **Friday, January 12, 2024** to: [lharbach@dogguides.com](mailto:lharbach@dogguides.com) and CC [Sbettencourt@dogguides.com](mailto:Sbettencourt@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.