



Career Opportunity (FT, Permanent): INSTRUCTOR/APPRENTICE INSTRUCTOR

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

Do you have the leadership 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 seven programs serving 150-200 new clients annually and supporting over 1000 active clients. The school operates out of our central location in Oakville, ON and a breeding and training facility in Breslau, ON, with plans to move to our new leading-edge facility in early 2026.

Our Values:

Integrity

Diversity & Inclusion

Excellence

Empathy

Respect

The Opportunity:

The Instructor reports directly to the Head Instructor while participating as a team member in one or more of Dog Guide's specific training programs including Seizure Response (SRD) and Diabetes Alert (DAD). While the Instructor/Apprentice Instructor may be hired into one or more programs, Instructors may be required to work within any of our 7 programs based on the needs of the organization.

This is a working level position in which the incumbent trains dogs to assist clients with disabilities. In addition to performing the job of an assistance dog trainer, the Instructor may perform a leadership role assisting the Head Instructors and overseeing the training of staff in the Apprenticeship Program including performing on-the-job training in dog training/handling, client instruction and carrying out

assessments, class placements and follow-ups as well as performing a coordination role with clients and applicants within one or more of the specific training programs.

Client Support/ Services:

- Knowledge, experience and comfort in working with the disabilities that specific clients in the assigned program(s) are affected by and the specific training methods and techniques associated with assigned program(s)
- Team oriented and enjoys collaborating and building and maintaining relationships
- Strong verbal and written communication skills and proven ability to display a positive teaching style with dogs and clients and interact with team and members of the general public
- Developed public speaking and presentation skills to deliver in-class instruction and demonstrations
- Values continuous learning and seeks ongoing training and development
- Demonstrated problem-solving, reasoning and conflict resolution skills

Key Areas of Responsibilities:

- Assess, train, supervise and monitor a full string of assigned dogs and work cooperatively and collaboratively with other Instructors in training their string of dogs.
- Continuously monitor performance to identify and disqualify any unsuitable dogs, assess the dogs coming in from foster families or other locations and comprehend and identify required dog temperament needed for various programs.
- Monitor the progress of working dog guide teams for six months post-graduation offering feedback and suggestions to clients and Instructors for improvement or any identified issues.
- Assist in ensuring class overnight schedule is completed and assigned Instructors are prepared for classes and lead graduation activities as requested.
- Provide regular follow-up with clients after placement by phone, written communication or in-home visits ensuring the highest level of client services are provided to each client and that all client communications and responses to inquiries are complete and comprehensive.
- Ensure established procedures are followed for administering medications, food supplements inoculations, grooming and maintenance of dog's general health, that health exams are done pre-class and perform basic dog handling skills in addition to skills tailored to meet the specific needs of clients.
- Ensure the timely, accurate and complete documentation/collection of all data, reports, communication and records (emails, phone calls, texts, TTY, etc.) are maintained in the appropriate databases/files on all assigned dogs (progress reports, health issues from vet reports, weight, size, physical condition, food intake, treatments, administered medications, incidents) and client communications (class notes, client calls with questions/concerns, annual follow-ups, etc.).
- Complete ongoing assessments and evaluations of canine skillsets to ensure that dogs are trained in a way that is relevant to the client's evolving needs
- Build the team's knowledge and experience in working with the disabilities affecting assigned clients through continuous learning initiatives.
- Responsible for personnel management, including the delivery of annual performance appraisals of all instructors and apprentice instructors
- Promote a respectful culture of high performance
- Contribute to and monitor policies and procedures to ensure adherence to ADI and IGDF accreditation programs.

- Ensure compliance with sector accreditation.
- Adhere to the annual budget while balancing cost and service levels.
- Remain on-call (as needed) after hours for staff, clients, and class-related emergencies as required.

Other Relevant Job Information:

- Work is predominately carried out in a training environment located in Breslau or Oakville and outside work regardless of inclement weather conditions is required.
- Travels by car (often alone) across Canada for home visits/client assessments and transporting dogs resulting in car trips of up to 8 hours in one day. Valid Driver's License and use of personal vehicle will be required for travel to and from client homes and training locations. Comfortable driving alone, long distances sometimes in inclement weather and unfamiliar territory.
- There is a fair amount of physical effort required during a typical day including:
 - Walking large dogs up to 5Km per day (assessing dogs in training);
 - Lifting and restraining up to 70 lb. dogs safely (exams, getting into training van);
 - Handling rambunctious dogs that bite, jump, and get underfoot.
- Previous experience working within a not-for-profit organization is preferred

You will bring to the opportunity:

- Minimum of two years of experience working in canine training and proven success as an Apprentice Instructor or equivalent program
- Degree in a training or animal related program is desirable (e.g., adult education, behavioural science, animal behaviour, biology psychology, etc.)
- Graduate of a recognized canine animal Instructor Certification (e.g., ADI or IGDF) and/or proven knowledge and basic experience in humane and modern canine training principles and theories including canine psychology, behaviour, training and behaviour assessments, and general dog care, health care and safety
- Proven passion for and ability to work with dogs of all breeds and sizes
- Self-starter and able to work independently with limited supervision but also the willingness and ability to effectively function as a member of a larger team as well as take and follow instructions and directions
- Demonstrated capacity to work in a busy and at times, noisy work environment
- Excellent organization and time-management skills with the ability to effectively prioritize workloads, multi-task, respond adeptly to shifting priorities and act quickly to immediate needs

What's in it for you?

- Total compensation includes benefits and future opportunities to participate in the RRSP program
- Opportunity to work in an organization that puts people first and offers a flexible and caring work environment
- Paid time off over the Christmas holidays in addition to regular vacation
- The opportunity to work with talented and compassionate colleagues (both two and four-legged variety)

If you are looking for a challenging opportunity to demonstrate your canine training capabilities and your related and progressive dog training and people leadership experience, please send your resume and a cover letter to hr@dogguides.com by September 4, 2024. Please quote the job title in the subject line.

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. Alternative format available on Request.