

Helping Paws Job Description

Position Title: Evaluation Coordinator and Instructor

Department: Programs

Reports To: Director of Training and Client Services

Exempt/Nonexempt Status: Non-Exempt

Prepared By: Sue Kliever, Director of Training and Client Services

Prepared Date: May 2025

Pay: \$43,000

Evaluation Coordinator's Primary Function:

- **Schedule each year's evaluations for the current dogs in training at the Program's annual agenda planning meeting**
- **Organize the evaluations for the dogs in training**

Summary: Coordinate and supervise in-house evaluations with other instructors and volunteers. Ability to develop this into an evaluation team, including working with volunteers. Work with in-house trainers to develop baseline skills for 6, 12 and 18 month evaluations.

Instruct puppy classes for foster home volunteers to train service dogs in training, thru the age of 14 to 16 months. Current curriculum for basic obedience and task training is in review. Training techniques use positive reinforcement (clicker training) and relationship based training methods. Ability to relate to volunteers within a wide variety of age groups. Ability to assess and intervene with behavior modification; inform other instructors and Director of Training and Client Services about any behavioral and/or training issues.

Essential Duties and Responsibilities

1. Assists the Director of Training and Client Services in the development of the mission and strategic plans related to Program driven initiatives.

2. Represent Helping Paws inside and outside of the organization.
3. Assists in maintaining healthy, safe, sanitary, pleasant and clean facilities for the public and dogs at all times and follows established procedures governing safe work practices.
4. Coordinate with the Director of Training to schedule the current dogs in training six month, 12 month, and 18 month evaluations for each year.
5. Email volunteer Foster Home Trainers, Caretaker Homes, and Host Homes when evaluations are approaching.
6. Coordinate with Staff and volunteers to evaluate dogs over two to three days at Helping Paws training facility and public spaces depending on age of the dogs being evaluated.
7. Type up daily Green, Yellow, and Red progress report cards for each dog for every day of evaluation they attend.
8. Consolidate notes, feedback, and observations during the evaluations into written reports to be given to Foster Home Trainers, Caretaker Homes, or Host Homes the following week of evaluations.
9. Work with the Director of Training to verify the current curriculum is reflecting desired progress of dogs in training at six month, 12 month, and 18 month evaluations.
10. Teach established puppy curriculum classes for volunteers, including supervising class assistants, home visits, public training field trips and 1:1 meetings

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.)

EDUCATION and/or EXPERIENCE:

- Knowledge such as usually possessed by an individual with a Bachelor's degree in animal behavior, psychology, zoology, biology or related

experience and/or training; or equivalent combination of education and experience.

- Certificate or degree such as CPDT, Bergin University, KPDT or other positive reinforcement and clicker training dog training program
- Advanced understanding of canine behavior and learning theory
- Experience, competence, and sensitivity in working with people with physical disabilities and people of diverse races and cultures is highly valuable;
- Non-profit work/volunteer experience
- One on one and group training skills
- Ability to promote the mission of Helping Paws, garnering support and commitment by numerous stakeholders
- Computer skills including Microsoft Office (word, excel) and Google platform (Google Classroom, Docs, Slides and Sheets), Salesforce
- Time management skills
- Ability to work a flexible schedule, including evenings and weekends
- Must have a cell phone, valid Minnesota driver's license and vehicle
- While performing the duties of this job, the employee is regularly required to stand. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties
- While performing the duties of this job, the employee must occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must exercise professionalism and maintain client and volunteer confidentiality
- Ability to give presentations

Position Salary Range:

Plus mileage for off-location meetings.

Benefits: Paid time off, holidays and retirement plan, cell phone allowance. Health and dental insurance, and long-term disability insurance per plan eligibility. Salary is paid on the 15th and the last day of each month. Direct deposit to your checking account is the method of salary payment.

Performance Review: A performance review will occur after the three-month introductory assessment period and annually thereafter. Performance reviews may occur more frequently

than salary reviews. The Director of Training and Client Services will evaluate performance.

Introductory Assessment Period:

The introductory assessment period runs from the date of hire through the first day of the month immediately following the date of hire, and for three months thereafter. If hired on the first day of the month, the introductory assessment period will end three months from hire date. For employment in any position with Helping Paws, this introductory assessment period is the period during which the specifics of the job are learned. During this period, either the employee or Helping Paws may end the employment relationship without notice or prejudice.

At Will Employment:

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Helping Paws that employment for this position is at will, which means that employment is for no specified term and that employment may be terminated by the employee or Helping Paws at any time without cause.

As a courtesy, Helping Paws requests 3 weeks' notice from employees when terminating their employment.

Please direct any questions or applications to Sue Kliewer at skliewer@helpingpaws.org.