



BI-LINGUAL DOG TRAINING INSTRUCTOR

Our mission is to transform lives through exceptional animal care, humane education, and advocacy. Every day, we inspire compassion and positive relationships between animals and people. Our Core Values are Dedication to Animals, Collaborative Spirit, Courage with Compassion, Pursuit of Learning, and Celebrating Differences.

SUMMARY: The Dog Training Instructor must have superlative customer service skills and dog handling experience. They will teach group “family dog” training classes at both Marin Humane and offsite locations, with a focus on helping to develop and teach bilingual courses for our Latinx community. This person will also conduct private and semi-private training sessions for both Spanish and English-speaking clients. They are accountable for accomplishing department goals, working collaboratively with internal and external Marin Humane stakeholders and supporting the mission, goals and philosophy of Marin Humane. *All essential duties and responsibilities must be able to be completed in both English and Spanish.*

ACCOUNTABILITY: Behavior and Training Client Services Manager

HOURS/CLASSIFICATION: Part time/nonexempt – 4 hrs/wk to 12 hours/wk– non exempt

SALARY: Depending on Experience plus .50/hour bilingual differential

ESSENTIAL DUTIES AND RESPONSIBILITIES (or some experience and willingness to learn and develop in the following areas):

DOG TRAINING INSTRUCTOR

- Teach group dog training classes in both English and Spanish for up to 12 clients and their dogs: communicate with clients and answer questions before and after class as time permits; review class homework and skills; introduce new exercises and skills each week; ensure that the teaching space is set up appropriately before class and is cleaned up with all equipment put away after class.
- Send follow-up emails to class clients depending on client; recap new skills and provide training tips and reminders; optionally include links to other training sources, including video, as well as handouts, videos, and other reference material.
- Consult with clients regarding “next class” options that are best suited to their skill level and dog’s behavior.

TRAINING, SCHEDULING AND SKILL DEVELOPMENT

- Develop teaching skills through internal instructor-training sessions, as well as outside continuing education, which may include reading published material, watching videos, and attending workshops and seminars
- Collaborate with Supervisor and other Instructors to develop and refine curriculum and enhance the class experience for clients and their dogs
- Collaborate with Supervisor and other Instructors to develop class schedules

VOLUNTEER MANAGEMENT AND TRAINING

- Supervise and work with Dog Training Assistant volunteers (DTAs); explain equipment needs for each weekly class; ensure that DTAs are integrated into the training instruction and practice and are viewed as part of the training “team”; provide feedback to DTAs regarding their assistance with class operations and clients.

This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. Marin Humane is an at-will employer.

CUSTOMER SERVICE

- Collaborate with Supervisor and other Instructors to develop, market and promote new classes to the public; conduct demonstrations and workshops, attend special events, and write articles for Marin Humane and outside publications
- Promote and emulate exemplary customer service by providing courteous, prompt and response service to internal and external customers
- Foster teamwork, creativity and a work culture aligned with Marin Humane mission and values
- Work well with volunteers and provide training in procedures and protocols as needed

SAFETY & SECURITY

- Model and encourage safe practices and regulatory compliance throughout the organization
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules
- Maintain appropriate files and records as assigned
- Adhere to the files and records retention policies and procedures

DESIRABLE QUALIFICATIONS:

An ideal Candidate will possess the following knowledge, skills and abilities (or some experience and willingness to learn and develop in the following areas):

- Ability to speak in front of an audience of people and dogs (outgoing and approachable) in both English and Spanish
- Ability to teach, or be trained to teach, the class curriculum within the time allowed for each class session and series
- Ability to provide constructive criticism in a positive and encouraging manner
- Skilled at training dogs of different breeds and sizes
- Knowledge of dog breed characteristics; knowledge of canine behavior and modification
- Flexible, patient and capable of "thinking on your feet" to meet the needs of a diverse class of clients and dogs with varied skills, aptitudes and learning styles
- Ability to teach, or be trained to teach, group dog training classes in a variety of indoor and outdoor environments
- Ability to manage and direct volunteers in assisting clients and their dogs
- Ability to multi-task; organized
- Good writing skills for composing follow-up emails to clients
- Specialized training in dog sports, such as agility and scenting; competition experience a plus

EDUCATION AND EXPERIENCE: Two routes to gaining the knowledge, skills and abilities needed for this position:

- 1) Can speak in public and teach, love dog training but may need guidance and practice.
 - a) Training your own dogs or family and friend's dogs utilizing positive reinforcement; a desire to help others train their dogs.
 - b) Desire to research and study dog training methods and canine behavior principals.
 - c) If you are itching to explain things in class, you might have what it takes to grow into this position with training and practice.
 - d) Experience working in a doggy day care, boarding facility, or veterinarian's office
- 2) If you have formal training and/or experience and would like to work for a reputable and established organization.
 - a) Graduate of a Canine Behavior and Training Academy.

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- b) Minimum of two of years teaching group dog training classes or four years actively assisting in dog training classes.

Possession of a valid California Drivers' License may be necessary.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit and frequently required to walk and stand; this position involves a regular amount of repetitive motion of hands and wrists; the employee is regularly required to reach with hands and arms; the employee is occasionally required to climb or balance; stoop, kneel or crouch. The employee must occasionally lift, move, pull and/or push up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception. The employee should have no known allergies to animals that would prevent him/her from performing the duties as required.

I have read and understand the physical demands that must be met by an employee to successfully perform the essential functions of this job. I confirm that I will be able to safety perform the physical demands as listed _____

WORK ENVIRONMENT: This applies to Marin Humane location and offsite locations. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles (i.e. pet dander) and toxic or caustic chemicals. The noise level in the work environment is usually loud. Willingness to work outside normal business hours; weekend time commitment is mandatory for this position. The employee regularly works in a variety of environments including outdoor events, public and private indoor spaces and may be exposed to elements consistent with these environments.

I have read and understand the work environment that is representative of those an employee may encounter while performing the essential functions of this job _____

BENEFITS:

FULL-TIME EMPLOYEES (AT LEAST 30 HOURS/WEEK):

- Medical/Vision Plan
 - Kaiser HMO
- Dental Plan
 - Includes Orthodontia for dependent children
- Domestic Partner Coverage Available (Medical and Dental plans)
- Life Insurance
- Long Term Disability Insurance

ALL REGULAR EMPLOYEES (AT LEAST 20 HOURS/WEEK):

- Section 125 Cafeteria Plan
- Fitness Reimbursement Program
- Employee Assistance Program

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- 403(b) Retirement Plan
- Paid Holiday
- Paid Vacation
- Sabbatical Leave

ALL EMPLOYEES (INCLUDING PART-TIME AND TEMPORARY):

- Paid Sick Leave

To apply, please use the following link and create an applicant account to complete application:

<https://secure.saashr.com/ta/i.MHS.careers>

Marin Humane reserves the right, at any time with or without notice, to alter or change job responsibilities, reassign or transfer employees, or assign additional job responsibilities. This job description does not constitute a written or implied contract of employment. Marin Humane is an equal opportunity employer.

ACKNOWLEDGEMENT & RECEIPT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description.

PRINT NAME

SIGNATURE

DATE

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