

**ST. JOHN COUNCIL FOR ONTARIO
POSITION DESCRIPTION**

Position: Area Therapy Dog Co-ordinator

Reports To: Area Commissioner

Responds To: Provincial Therapy Dog Co-ordinator

Position

Requirements: Experience as Co-ordinator/Assistant Co-ordinator of a Therapy Dog Division.
Experience in the Therapy Dog Program preferred.
Computer literate.
Excellent communication and interpersonal skills.
Solid organisational and problem-solving skills.
Able to adapt to a flexible volunteer schedule and willingness to travel.

Position Function:

To manage, support, and facilitate Area Therapy dog and associated initiatives.

Position Description:

Responsible for the development of Therapy Dog Divisions in their Areas based on an assessment of community.

Assist with the maintenance of the effective operation of Therapy Dog Divisions, through facilitating, problem solving and support.

Assist with the maintenance of Therapy Dog membership records including honours and awards through regular communication.

Assist with the recruitment, selection and assessment of Therapy Dog Co-ordinators in co-operation with the appropriate line officers.

Responsible for the training of Therapy Dog Co-ordinators and Assistant Co-ordinators following the Provincial Therapy Dog Leadership Guidelines.

Assist the Chief Evaluator with the training of evaluators within their Areas.

Be an active participant of the Provincial/Area Therapy Dog Co-ordinator Team which should meet on a regular basis.

Be an active participant at Area Staff Meetings as required by the Area Commissioner.

Responsible for arranging meetings with the Therapy Dog Co-ordinators and Assistant Co-ordinators at least twice a year.

Assist with the preparation and maintenance of Therapy Dog unit budgets.

Other Duties:

Actively participate as a member of ad hoc committees/working groups, as required.

Carry out other responsibilities as assigned by the Area Commissioner.