

ST. JOHN COUNCIL FOR ONTARIO POSITION DESCRIPTION

Position: Provincial Therapy Dog Co-ordinator (volunteer)

Reports To: Provincial Commissioner

Position

Requirements: Experience in volunteer sector management and leadership development.
St. John Ambulance Community Services experience desirable.
Computer literate.
Excellent communication and interpersonal skills.
Solid organizational and problem-solving skills.
Preparation and experience in dog handling.
Knowledge of St. John Ambulance Therapy Dog Program.
Able to adapt to a flexible volunteer schedule and willingness to travel.

Position Function:

To manage, support, and facilitate Provincial Therapy Dog and associated initiatives.

Position Description:

Responsible for the development and/or implementation of Therapy Dog programs and associated initiatives for Therapy Dog volunteers and leaders including programs targeted at Therapy Dog membership development.

Provide direction and support, to District Therapy Dog Co-ordinators in matters related to Therapy Dog Divisions within their respective Districts.

Responsible for the management and development of Provincial Therapy Dog staff including their recruitment, assessment, support and succession planning.

Assist with the development and implementation of leadership initiatives related to the Therapy Dog component of St. John Ambulance (SJA) Community Services.

Assist with the development of the Provincial Community Services budget as it relates to the Therapy Dog program and associated initiatives.

Maintain liaison with the Provincial Community Services Committee (volunteers and staff), and the National Therapy Dog Co-ordinator, on matters affecting Therapy Dog members, including administration, training, and membership recognition issues.

Co-ordinate the development and distribution of Provincial Therapy Dog communications and publications.

Assist District Commissioners with the recruitment, assessment, support and succession of District Therapy Dog Co-ordinators.

Co-ordinate in co-operation with respective like officers the Provincial/District Therapy Dog Co-ordinator Team, including the co-ordination of regularly scheduled meetings.

Co-ordinate the activities of the Provincial Therapy Dog Evaluator which include the assessment and acquisition of therapy dog training/testing resources and the selection, training, and assessment of evaluators.

Other Duties:

Actively participate as a member of the Provincial Community Services Committee, and ad hoc provincial committees/working groups, as required.

Carry out other responsibilities as assigned by the Provincial Commissioner.