

**St. John Council for Ontario
Position Description**

Position: Provincial Therapy Dog Evaluator

Reports To: Provincial Therapy Dog Co-ordinator

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.
Experience with Therapy Dog Evaluations
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 province-wide Therapy Dog Evaluations and associated initiatives.

Position Description:

Responsible for all Therapy Dog Evaluations in Ontario.

Appoint and approve all Evaluators and Assistant Evaluators.

Review with the Provincial Therapy Dog Co-ordinator evaluator/evaluation related concerns and initiate appropriate action.

In conjunction with the Provincial Therapy Dog Co-ordinator, supervise testing for Assistant Evaluators being appointed to Evaluator.

In conjunction with the Provincial Therapy Dog Co-ordinator, administer all Evaluator tests, seminars and re-certifications.

Responsible for the implementation and maintenance of National evaluation standards.

Designate representatives to attend functions in his/her place, if not available.

Adhere to the policies and procedures set out in the Coordinator's and Evaluator's Handbooks.

Attend and actively participate in meetings of the Provincial/District Therapy Dog Co-ordinating Team.

Other Duties:

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

Carry out other responsibilities as assigned by the Provincial Therapy Dog Co-ordinator.