

**ST. JOHN COUNCIL FOR ONTARIO  
DIVISIONAL THERAPY DOG COORDINATOR  
GUIDELINES**

The Divisional Therapy Dog Co-ordinator is responsible for the overall organization, administration, and training of the Division. Divisional Therapy Dog Co-ordinators work closely in co-operation with, and regularly communicate to their Provincial and District counterparts and local Branches to ensure the smooth, efficient operation of the program.

Responsibilities:

Ensure that members/dogs are fully qualified and that every member has the opportunity to obtain St. John Ambulance training as required.

Arrange scheduled visits to hospitals and nursing homes, etc., in their communities.

Liaise with local Branch/Council on relevant administrative support issues such as financial management, fundraising and service territory.

Identification of community needs and resources as they relate to the program.

Provide uniforms and dog tags to appropriate volunteers in a timely fashion.

Orientate members to program policies and procedures, e.g. that each member wear their uniform when visiting or representing St. John Ambulance.

Co-ordinate, track and report all honours and awards to Council.

Appoint Assistant Co-ordinators.

Notify designated Evaluator in the District of the need for new members.

Provide reports/documents as requested by Council.

Meet with District Co-ordinator as required.

Monitor new members with and without their dogs on first visits and new dogs with their handlers on first visits.

Assist in the co-ordination of Therapy Dog testing, workshops and seminars.

Co-ordinate and/or assist with public relations initiatives.

Schedule and chair semi-annual (minimum) divisional meetings.

Ensure that members have access to adequate resources.

Attend Annual Provincial Therapy Dog Co-ordinators Meeting.

Ensure that all records and reports are completed accurately and submitted on time to the appropriate level in accordance with St. John Canada Instructions, and Council Branch and Brigade Administration and Operations Manuals, policies and directives - examples of reports include:

- membership applications, changes in member status,
- certification reports,
- annual division budgets/financial statements,
- division status reports, etc.,
- verification of three references,
- obtain completed veterinarian forms,
- tracking of volunteer visits and hours.

As part of their orientation, Divisional Therapy Dog Co-ordinators will assist Provincial/District Therapy Dog Co-ordinator(s) as they accompany Therapy Dog volunteers on their first visits.