

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

Position: Therapy Dog Co-ordinator
Reports To: Branch Board Chair
Responsive To: Provincial Therapy Dog Co-ordinator

Position

Requirements: 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 local Therapy Dog services and associated initiatives.

Position Description:

The Therapy Dog Co-ordinator is responsible for the overall organization, administration, and training of the Therapy Dog Unit. Therapy Dog Co-ordinators work closely in co-operation with, and regularly communicate to the Council 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.

Liase 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 resources (e.g. 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

Assess and if required, appoint Assistant Co-ordinators .

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

Provide reports/documents as requested by Branches, Admin. Centres and Council.

Meet with the Provincial 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) Unit meetings.

Ensure that members have access to adequate resources.

Attend Provincial Therapy Dog Co-ordinators Meetings as required.

Ensure that all records and reports are completed accurately and submitted on time to the appropriate level in accordance with St. John policies and procedures - examples of reports include:

- membership applications, changes in member status;
- certification reports;
- annual unit 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, Therapy Dog Co-ordinators will assist Provincial Therapy Dog Co-ordinator(s) as they accompany Therapy Dog volunteers on their first visits.