



St. John Ambulance

SAVING LIVES
at work, home and play

THERAPY DOG UNIT COORDINATOR

POSITION DESCRIPTION

The Unit Therapy Dog Coordinator is responsible to the Manager of Community Services. He/She is responsible for the overall organization, administration, and training of the Unit. Therapy Dog Coordinators work closely in cooperation with their Area counterparts and local Divisions to ensure the smooth, efficient operation of the program. Responsibilities of the Unit Therapy Dog Coordinator include:

- a) Ensuring that both members and dogs are fully qualified and that every member has the opportunity to obtain St. John Ambulance and Therapy Dog training as required;
- b) Ensuring that all prospective members participate in the Pre-evaluation Seminar before the handler/dog teams are evaluated;
- c) Liaising with the local Division or Council on relevant administrative support issues such as financial management, fundraising and service territory;
- d) Liaising with and arranging scheduled visits to facilities in their region;
- e) Monitoring new handlers with and without their dogs on first visits, and new dogs with their handlers on first visits;
- f) Assisting in the coordination of Therapy Dog evaluation, workshops and seminars, in conjunction with the Evaluator;
- g) Coordinating and/or assisting with public relations initiatives; and
- h) Ensuring that all records and reports are completed accurately and submitted on time to the Provincial Therapy Dog Coordinator.

(Note: Unit Therapy Dog Coordinator is subject to the rules and regulations as all other members under Community Services, as set out in *St. John Canada Instructions: Part 2 – Volunteers.*)

Qualifications

1. Experience with a variety of breeds of dogs and a good understanding of basic dog behaviour (theory and practice);

2. Active participation visiting as a St. John Ambulance Therapy Dog volunteer or similar program is an asset.
3. Geriatric nursing experience is an asset but not mandatory.
4. Ability to communicate effectively, both verbally and in writing, with excellent organizational, leadership and inter-personal skills.
5. Experience in conducting meetings, conferences and seminars, writing reports and briefs.
6. A sound ability to work with a wide range of individuals with differing and varying degrees of educational and social background.

Time Commitment

Position is to be held for a minimum period of one year with a three month probation period and annual review. Unit Coordinators can expect to volunteer, on average, 15 hours per month.

Benefits

- Develop leadership skills
- Opportunities for networking and making new friends
- Be part of a highly skilled and essential team of volunteers
- Receive on-going personal and professional development
- Personal satisfaction of knowing you have made a difference

Lines of Communication

Unit Coordinators report to the Manager of Community Services who is staffed at Provincial Office. The Manager of Community Services may be reached between 8:30 – 4:30 Mon – Fri at 726-4200.