

Job Title: Guide Dog Mobility Instructor  
Incumbent:  
Department: Canine Operations  
Reports to: Training Supervisor  
FLSA Classification: Exempt  
Supervises: N/A  
Created / Revised: 2/2015; 8/2018

### **POSITION OVERVIEW**

The Guide Dogs Mobility Instructor (GDMI) is responsible for training dogs to be qualified guides and instructing qualified clients to travel safely and effectively with those dogs to enhance their mobility. This position will require working some weekends and holidays. During class training, an Instructor may be required to work up to 12 hours in a given day.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Train dogs to be responsible, effective guide dogs.
2. Instruct qualified clients to travel safely and effectively with a trained guide dog.
3. Assists with the selection of dogs for use in the program, ensures proper routine care, health care and maintenance of the dogs.
4. Must safely handle a variety of large breed dogs, weighing up to 90+ pounds, with varying strength and manageability, providing safe and humane training, and kennel environment.
5. Participates in evaluating dogs as they progress through training to class-ready status.
6. Participates in the planning and scheduling of client training, matching dogs to clients and class training activities.
7. Maintains written and computer records, according to established procedures
8. May be called upon to work a flexible schedule, i.e. non-traditional business hours, overnights, weekends, holidays, to accommodate the training program, in addition to flexibility to travel when necessary, for client interviews, in-home training, or for continuing education.
9. Participates in admissions meetings to evaluate new and reapplying clients.
10. Willing to work with, and mentor, GDMI apprentices.
11. Willingly participates and represents Guide Dogs of the Desert for internal and external events, meetings, and promotional activities.
12. Performs other duties as may be assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or experience**

- At least 3 years' experience working as a GDMI at a school accredited by the International Guide Dog Federation.
- Associates (AA) or Bachelor's Degree (BA or BS) from an accredited college.
- Previous experience with orientation and mobility, and knowledge of animal behavior, dog training skills, teaching skills

**Required Skills, Abilities, and Knowledge**

- Ability to adhere to all safety and health policies and procedures.
- Exercise professional conduct and maintain a high level of confidentiality in all duties.
- Ability to establish and maintain professional, productive and courteous relationships with staff to promote positive teamwork. This also encompasses volunteers, donors, clients and all constituents of Guide Dogs of the Desert and includes but is not limited to (a) performing work activities requiring interacting or speaking with others, (b) responding appropriately to constructive feedback or suggestions for improvement by any team member.
- Ability to relate to, and instruct, a wide range of individuals, demonstrating patience, understanding, flexibility, and overall interest, motivating clients to their highest level of abilities.
- Excellent oral and written communication skills, as well as strong organizational skills and ability to handle multiple tasks.
- Ability to effectively present information and represent Guide Dogs of the Desert to clients, co-workers, general public.

**Required Technical / Certification / Licenses**

- Valid California Driver's License
- Proficient use of all Microsoft Office applications, including Word, Excel, Publisher, and Outlook

**Physical Demands**

- Required to work outside in all weather conditions and walk distances consistent with training program needs for students and dogs.
- Regularly lift and/or move up to 50 pounds.
- Regularly required to walk, stand, reach with hands and arms, climb stairs, balance, talk clearly, and with good distance, peripheral and depth perception vision, especially related to observing clients and dogs in training.

**Confidential Information**

This position has access to confidential information as it relates to client's application for a guide dog which may include *personal data, legal documents, and medical records*.

**Company Funds**

This position may have access to company funds: use of credit card when purchasing supplies and food for class, limited to \$500.00.

**ACKNOWLEDGEMENT**

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the descriptions and that my supervisor may change the description at any time, according to Organization needs.

\_\_\_\_\_  
Signed – Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed – Supervisor

\_\_\_\_\_  
Date

Copies to:           Employee, Supervisor, Personnel File