

<b>Department:</b> Dog Program		
<b>Location:</b> Boyds, MD		
<b>Job Title:</b> Puppy Program Outreach Coordinator		
<b>Reports to:</b> Puppy Program Manager		
<b>Classification:</b> Salary / Exempt	<b>Position type:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Hours:</b> 40-50 hours per week, some evenings or weekends
<p><b>General description</b></p> <p>Assist the Puppy Parent Program Manager in the planning and execution of all Puppy Parent and Puppy Sitter Program aspects. The Puppy Parent Program Outreach Coordinator will assist with all recruitment and retention of WCC Puppy Parents. The Employee is expected to work collaboratively and perform all duties in a responsible, timely, and professional manner.</p>		
<p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Recruitment of new Puppy Parent volunteers at all WCC program sites</li> <li>• Develop key relationships within the community to expand reach of the Puppy Parent Program.</li> <li>• Provide timely response to applications, and scheduling of interviews when appropriate.</li> <li>• Assist with processes when puppies go home with new Puppy Parents.</li> <li>• Provide assistance with the departure of puppies from headquarters i.e. making sure puppy parents have all the necessary tools to provide for WCC's puppies</li> <li>• Assist with puppy-sitting assignments.</li> <li>• Facilitate different aspects of "thank you" recognition gifts and cards when dogs are turned in for advanced training and placement.</li> <li>• Establish positive working relationships with all Puppy Parents and Puppy Sitters.</li> <li>• Coordinate participation of Puppy Parents and Service Dogs in Training for a variety of events and public appearances, including conferences, fundraisers, and community outreach.</li> <li>• Plan and coordinate regular Puppy Parent and Puppy Sitter appreciation events.</li> <li>• Attend all necessary Dog Program team meetings.</li> <li>• Performing duties that require regular bending, lifting, stooping, stretching, and performing other similar physical tasks related to the care of large breed service dogs</li> <li>• Attend Puppy Parent Recruitment and other WCC awareness events if deemed necessary by the Puppy Parent Program Manager</li> <li>• Communicating with Manager in a timely manner</li> </ul>		

- Attend all WCC staff training events
- Other duties as assigned and consistent with the above

To Apply:

To apply for this position, please provide a cover letter and resume to  
HR@warriorcanineconnection.org Attention: Hiring Manager.

***Warrior Canine Connection is an equal opportunity employer. All qualified applicants will be considered without regard to race, color, religion, sex, age, national or ethnic origin, disability, or any other characteristic protected by law.***