



Role Description Training Lead



The purpose of the Training Lead position is to oversee the training goals of our service dogs in training. This position is part of our Advisory Board and does not possess voting rights. The purpose of this position is focused on oversight, management, and growth of the Training Advisors and the service dogs in training for the Illini Service Dogs (ISD). This position will work closely with the Chief Training Officer, and the Training Advisor team. This is a volunteer position, and will not be compensated.

Essential Duties and Responsibilities:

- Attends Board meetings when able
- Oversees the Illini Service Dogs training by setting goals and timelines for each individual dog, creating standardized training manuals practices, and assisting in the advancement of each dog.
- Ensure good health, treatment, and status of the service dogs in training
- Supports search for worthy and appropriate applicants and placements for service dogs in training
- Assist the Training Advisors in overcoming any obstacles
- Collaborate with the Health and Records Advisor to ensure all dogs are up to date on preventative care including vaccinations as well as provide support during urgent/emergent situations
- Regularly collaborates with the CTO, Executive Board, and Training Advisors to ensure continuity across campus and off-campus operations as it relates to policies and procedures.
- Manages scheduling for Training Advisor team, including scheduling of Quarterly Evaluations and bi-monthly Training Advisor team meetings.
- Ensure the dogs have housing during holidays, breaks, etc.

Required Qualifications & Skills:

- Prior experience training service dogs
- Prior experience developing and maintaining an environment of effective team collaboration and communication
- Experience with Slack, Microsoft Office, Monday, and Google Product Suites
- Excellent verbal and written communication skills
- Experience working and collaborating effectively in an uncertain and dynamic environment

Preferred Qualifications & Skills:

- Immersive experience with the disability community

Illini Service Dogs

Mobilizing the world, four paws at a time