

SOC Pet Training Co-Ordinator

The Pet Training coordinator ensures that classes are planned and delivered to allow the public and members to socialize and train puppies and young dogs. Resulting in good family members and Canine Good Citizens; enhancing the relationship between dog and handler.

Planning

- Canvas membership and public through the website, social media and calls to determine needs and interests
- Identify appropriate trainer, fees & payment
- Identify class day and time
- Identify class site, schedule, fee & payment

Communication

- Publish class offerings, cost, schedule and status (full/not offered now/canceled, etc.)
- Email class attendees to communicate:
 - Schedule
 - Class levels and assessment of correct class for attendee
 - Vaccine requirements
 - Necessary training equipment: 6 ft leash, appropriate collar (gentle leader, flat buckle)
 - Survey for returning trainees
 - Notify attendees of weather, holiday, illness, schedule conflict, etc. cancellations
- Act as contact and field questions for class participants and potential participants via email or social media, phone calls.
- Communicate with SOC Board and Training Team any issues (e.g. set up/clean up, schedule changes, etc.)
- Arrange for training assistants be assigned before scheduling classes. (This may be done by a helper if available)

Management

- Manage relationships between Club, Instructors, Participants and Facility management
- Collect registration forms
- Collect training fees
- Transfer payment and training stats to Club Treasurer
- Collect copies of vaccine record
- Pay Instructors and assistants
- Pay Facility
- Assess new participants for correct class fit
- Maintain wait list for classes when necessary
- Keep track of current week of schedule that we are in to provide notice to trainees and instructors of new session start date

