



**Bellarine
Dog Activities
Group Inc.**

Position Description

Assistant Head Trainer

Reports To: The **Assistant Head Trainer** will report the Head Trainer.

Job Overview: Assist the Head Trainer in developing and implementing the training program for the club members. He/She may direct instructors/members and work with the club committee.

Responsibilities and Duties:

- Plan the classes for the 4 blocks of training
- Work with the Head Trainer and instructors to allocate the trainers to various classes during every block.
- Assist with training needs of the trainers.
- Report any potential training problems or issues
- Assist with arranging four instructor meetings per year, date, venue, agenda, minutes, invitations, refreshments
- Work with Events Coordinator to plan the end of the year / end of block games night
- Work with the instructors and ensure the submission of reports on class before end of block and follow up
- Move around classes and report back to head instructor
- Act as a mode of escalation if the members aren't happy with anything in their classes or if the members need some additional inputs. Note: this has to be done in co-ordination with the trainer if needed.
- Performs other duties as assigned by the head trainer.
- Plan a feed back session by the members on what can be done better at the classes.

Qualifications and Experience:

- Formal qualification in Dog Training are highly desirable
- At least five years' experience in the delivery of motivational dog training classes
- Good understanding of the club operations
- Specific skills. – Good communication skills
- Ability to work collaboratively and cooperatively with others to build relationships, resolve problems and achieve results.