



**Bellarine
Dog Activities
Group Inc.**

Position Description

Head Trainer

Position Overview

The Head Trainer is responsible developing and implementing the training program for Club's instructors and for motivating, coaching and evaluating instructors, and includes the development and delivery of the trainee instructor program. The Head Trainer must work collaboratively with the Secretary, the Committee, other Instructors, and clients. This is a voluntary role, reporting to the Committee and for urgent matters to the President (or Vice President), and is estimated to take require about 5 hrs per week for about 38 weeks per year. Tasks are detailed in the table below.

Head Trainer Tasks
Develop and implement the training program for the club
Plan the classes to be delivered each block in response to member's needs and instructor availability. Allocate dogs/handlers to classes according to skill level, desire of owner and development needs.
Support Instructors with, mentoring, training and professional development opportunities. Assist with any problems or difficult situations instructors encounter.
Plan, arrange, deliver orientation night for new members each block, working with Operations Manager and Committee
Assess progress and standards of dog/handler teams to determine suitable to progress to next level
Regularly monitor classes and ensure all is going as planned and members are in the right level class, make changes as needed.
Review class level assessments, and set up system for assessing and recording level of each dog on the master spreadsheet
Determine appropriate dog training information to place on the resources section of the website for members to access. Information will be consistent with club principles of fear-free, force-free and will be categorised to suit specific levels/classes
Trainee instructor program: <ul style="list-style-type: none">• Develop training program and content• Deliver training• Assess trainees• Allocate trainees as assistants to instructors• Mentor trainees and new instructors
Arrange instructor meetings, prepare agenda, arrange secretary to establish a venue and provides refreshments and take minutes. Minimum of two meetings per year

Head Trainer Tasks

Arrange professional development opportunities for instructors and assist instructors to upgrade skills

Oversee arrangement of instructors annual big day out, with Event Coordinator and support from Operations Manager and others

Oversee Coordination of the planning and delivery of end of year games night, with the Event Coordinator – assist supervision of trainee instructors to deliver

Work with instructors to address any member dissatisfaction or concern in relation to training.

Develop an effective training feedback system for members

Contribute to the preparation of weekly notices for instructors

Monitor bdag emails in relation to the training and behaviour of dogs and respond appropriately. Note that the Operations Manager will respond to general enquires.

Plan, arrange and deliver the Geelong Canine Citizen program. Undertake assessment for the awards

Research, select and arrange guest presenters and workshops etc for members (with others)

Be an instructor at BDAG

Other duties as directed and approved from time to time by the committee