



Applicant and Placement Coordinator

Job Description

The Applicant and Placement Coordinator is a member of the advisory board responsible for reviewing incoming applications, participating in interviews, and collaborating on placement matches. This position will work closely with the volunteers on the Administrative Board, Executive Board, Training Advisors, and Primary Handlers, as well as placements of the organization. This is a volunteer position.

Essential Duties and Responsibilities:

- Maintain all ISD communication standards and maintain confidentiality of placement information
- Review incoming placement applications; communicate acceptance and denial of applications in a timely manner
- Maintain ISD applicant list; make updates as appropriate and follow up with accepted applicants periodically
- Schedule and participate in interviews with those on the candidate list
- Maintain organized notes of upcoming candidates for graduating dogs
- Facilitate candidate option discussions with training advisor for graduating dogs
- Collaborate in placement training process
- Initiate placement check-ins for placed dogs with over one year with their partners



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- Additional responsibilities assigned as appropriate
- Virtually attend advisory/administrative board meetings or send applicable updates
- Role may require between 5-15 hours monthly