



Coordinator Job Description

General Responsibilities

Coordinators share the valuable knowledge HTA offers our animals and their people. They organize and promote local Healing Touch for Animals® Courses(s).

Coordinators bring participants to the courses through:

- Marketing efforts
- Locate and secure facilities
- Connect with possible HTA participants
- Maintain the necessary forms
- Prepare for the upcoming HTA course
- Attend the HTA course
- Understand the time requirements of the position

The average time required is approximately 1-2 hours per week. More time is required during the week of the course, and time is needed after the course to finalize paperwork.

Qualifications

Coordinators are required to attend a Healing Touch for Animals® Level 1 Course before coordinating. The coordinator must have a working knowledge of their city and surrounding area, with an established personal and professional network.

Our most successful coordinators practice HTA regularly. Coordinators who use their HTA skills consistently can share their experiences and HTA knowledge with prospective participants. This demonstrates the effectiveness of the HTA work.

Personal Attributes

- Friendly and open, presenting a positive, upbeat presence
- Relates to a wide variety of people
- Self-motivated – Requires minimal supervision
- Inspires and empowers individuals about HTA
- Demonstrates dedication and high integrity
- Organized and demonstrates planning skills
- Presents self in a professional manner
- Communicates clearly and effectively with individuals and groups
- Attention to detail – Able to meet deadlines
- Able to ask appropriate questions concerning HTA course details
- Displays good judgment and decision making

Job Specifics

- Understand the vision and mission of HTA
- Promotes HTA courses in local communities
- Follows the HTA Coordinator Packet instructions and uses the forms provided by Healing Touch for Animals®
- Accurately provides information about the course to prospective participants through personal phone calls and email
- Maintain the Course Report and return to the HTA Office within a week after the course
- Maintain contact records of interested parties
- Follow the HTA course budget and keep receipts for reimbursement
- Participate in monthly check-in calls
- Attends group Coordinator Zoom Meetings
- Ensures all necessary information is collected and returned to the HTA office
- Works with the facility manager to handle all logistics regarding course
- Distribute forms to participants and return completed forms to the HTA office

Skills

- Email
- Microsoft Word, Excel, PowerPoint
- Internet
- Social Media

File Requirements

- A completed New Coordinator Questionnaire
- A signed and notarized Confidentially Agreement
- A signed Coordinator Compensation Plan
- A current copy of your resume
- W-9