



## **Healing Touch for Animals® Coordinator Job Description**

The purpose of this job description is to highlight the importance of the HTA Coordinating position and the necessary skills it takes to have a successful course.

### **General Responsibilities**

Coordinators are responsible for organizing and promoting local Healing Touch for Animals® Course(s). Coordinators bring together participants through their marketing efforts while joining forces with facilities within the community to share the valuable knowledge HTA techniques offer our animals and their people.

Coordinators locate and secure facilities, market and connect with possible HTA participants, maintain the necessary paperwork and finally, prepare for and attending the course.

The amount of hours the position requires averages 8-10 hours per week.

### **Qualifications**

Qualified Coordinators must have attended at least 1 (one) Healing Touch for Animals® Level 1 Course. They must have a working knowledge of the surrounding area, with an established personal and professional network. Additionally they must understand the time requirements of the position.

Our most successful coordinators practice HTA regularly. By practicing regularly, coordinators are able to speak well about the work and answer questions from prospective students.

### **Personal Attributes**

- Approachable, friendly and open; relates to a wide variety of people and is positive and upbeat.
- Self-motivated – motives individuals about the work.
- Demonstrates dedication and high integrity.
- Displays organizing and planning skills.
- Presents themselves in a way that commands attention.
- Communicates clearly and effectively with individuals, in small groups and in public.
- Shares ideas on ways to enhance HTA as an organization.
- Provides feedback and embraces the feedback they receive.
- Understands the vision and mission of HTA.
- Able to pay rigorous attention to detail, meticulous and accurate.
- Requires minimal supervision.
- Takes full responsibility for meeting deadlines and encourages others to do the same.
- Understands and captures “good” contact information and shares that knowledge with the HTA Team.
- Able to seek out information by asking probing questions and fully investigating issues to get the facts.
- Displays good judgment and decision making.



### **Job Specifications**

- Promotes HTA courses in local communities.
- Follows the HTA Coordinator Packet instructions and uses the forms set forth by Healing Touch for Animals® Headquarters.
- Accurately provides information about the course with prospected participants.
- Maintains financial records of the coordinated course.
- Maintains contact records of interested parties.
- Monitors course budget and ensures proper fiscal responsibility.
- Participates in 1-2 monthly phone conference calls with like Coordinators, HTA Instructors, and Office Staff.
- Ensures all necessary information is collected and returned to the HTA Office after the course.
- Works with the course facility coordinators to ensure all logistics including refreshments, and rooms are properly organized.
- Distributes forms to participants; returns completed forms to the HTA Office.

### **Skills**

- Email
- Microsoft Word, Excel, PowerPoint
- Internet; experience in search engine marketing and optimization and community development