



Job Title: Dog Training Program Assistant

Reports To: Dog Training Program Manager

General Description:

The Program Assistant works as a member of the Dog Training Program team, helping to implement the dog training program in alignment with the organization's mission, vision and strategic plan. The Program Assistant provides support to the Dog Training Program Manager by conducting basic obedience classes for women offenders, overseeing the "paroled pet" rescue dogs and help develop and grow the program's volunteer base.

This is a full-time, 40 hours per week consisting of 4-10 hour days Sunday-Wednesday and includes some holiday work. Starting wage \$15-\$17/hr. Organization pays 100% of medical and dental premiums after 60 days of employment. This is a non-exempt position.

Key Responsibilities and Accountabilities:

Service Dog Program

- Assist with or lead basic obedience class instruction for inmates and volunteers
- Assist with client placements and follow up, and re certifications as assigned
- Collaborate with staff to develop and oversee Dog Training Program volunteers including puppy foster parents and coordinating outings
- Respond to inquiries about the service dog program via mail, e-mail or phone
- Assist with application processing, placement and follow-up of service, therapy and paroled pets
- Maintain records for Service Dog Training Program
- May be asked to represent the program for public functions or speaking engagements
- Contribute to the success of the program by meeting organizational competency expectations, continuously learning, and by performing other duties as needed or assigned
- Instruct new inmate trainers in Basic Obedience classes
- Evaluate dogs-in-training as they progress through the training levels
- Coordinate and lead volunteer training sessions in the community
- Assist in developing a volunteer foster program for puppies in the service dog training program

Rescue Dog "Paroled Pets" Program

- Conduct searches (both on-line and in person at shelters and rescues) for suitable dogs for the Paroled Pets program
- Coordinate and conduct canine behavior evaluations at shelters (for rescue dogs) and on prison grounds (for surrendered dogs)
- Conduct application screening, processing, placement and follow-up of Paroled Pets

- Schedule volunteers for evaluations, meet and greets and in-home visits, placements, and socialization efforts of Paroled Pets
- Post dogs on PetFinder and maintain postings
- Develop and maintain positive relationships with local shelters and rescue organizations
- Maintain records for Paroled Pets program
- Additional duties as assigned

Examples of additional duties

- Assist with fund development, outreach and grant writing for dog training program and organization as requested
- Assist with program public relations such as website, brochures, newsletter and annual report as requested
- Contribute to the success of the program by meeting organizational competency expectations, continuously learning, and by performing other duties as needed or assigned

Minimum Qualifications: Knowledge, Skills and Abilities

- Education requirements: Associate Degree or equivalent combination of experience and training required, Bachelor Degree preferred
- Minimum of two years' dog training and instructing others utilizing positive reinforcement training techniques.
- Must be comfortable working in a prison atmosphere and supervising inmate handlers
- Previous experience working with and coordinating volunteers preferred
- Ability & willingness to work with, instruct and supervise inmates
- Skill and competence in the use of personal computers including, but not limited to, Microsoft Office applications and e-mail
- Ability to work with persons with disabilities
- Ability to work efficiently under pressure and willingly accept responsibility
- Ability to work independently and take initiative
- Ability to set priorities and use good judgment
- Ability to instruct novice handlers one on one and in groups

Other Requirements

- Must have valid Washington State driver's license
- Must be able to attend a six- week, M-F training provided by the Department of Corrections which includes physical fitness training and self-defense classes.
- Must meet any requirements established for this position by the Washington State Department of Corrections

Physical Demands

The employee in this position must be able to lift/move items up to 40 pounds. This position involves handling of dogs and cats of all sizes with varying degrees of training.

How to Apply

Please email cover letter and resume to info@prisonpetpartnership.org. Applications will be reviewed on a rolling basis until filled.

Job descriptions represent a general outline of job duties, functions, and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.