



Job Announcement: Dog Training Program Assistant

Position Description

Prison Pet Partnership is seeking a full time Program Assistant for the Dog Training Program. The primary duties of this position include developing, growing and implementing the volunteer program as well as performing a variety of administrative tasks for the Dog Training Program. Over time and with on-the-job training, this position will provide the ideal applicant hands-on opportunities to learn to train dogs.

No professional dog training is required but a successful candidate will have a desire and willingness to learn about dogs and dog training. Experience and/or knowledge of contemporary dog handling techniques is preferred.

In addition, a successful candidate would be able to multi-task and prioritize responsibilities. They would also possess excellent oral and written English skills, enjoy working with volunteers and be willing and comfortable working with a variety of personalities.

Key Responsibilities

Volunteer Program

- Develop and implement volunteer recruitment, orientation, training, and retention strategies in a manner that supports the programs' goals
- Coordinate volunteer efforts to advance all areas of the program
- Respond to inquiries about the service dog and volunteer program via mail, e-mail or phone
- Maintain volunteer records and track statistical information relating to the volunteer program including but not limited to, monthly, quarterly and annual reports of volunteer hours and retention rates
- Develop and implement regular formal and informal volunteer recognition activities
- Establish relationship with area schools to create volunteer or internship opportunities for students

Service Dog Program

- Collaborate with staff to develop and oversee Service Dog Program volunteers
- Assist with application processing, placement and follow-up of service, therapy and paroled pets
- Maintain records for Service Dog Training Program
- Assist with service dog program fund development including outreach and grant writing
- Assist with program public relations such as website, brochures, newsletter and annual report
- 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

Potential for Additional Opportunities in the Service Dog Program

This position seeks an individual with the willingness and desire to learn dog training skills relevant to rehabilitating and adopting rescue dogs & training and placing assistance dogs. The following are opportunities that, with training and experience, the Program Assistant can assume.

- 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 with adoptable pets out in the community
- Assist in developing a volunteer foster program for puppies in the service dog training program

Other

- Previous experience working with and coordinating volunteers preferred
- No professional dog training experience required, but a willingness to learn is required
- Previous experience handling or working with dogs is a plus
- 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 interact and deal with offenders, staff, clients, management and the public in a variety of situations
- 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

Candidate Requirements

- Education requirements: Associate Degree or equivalent combination of experience and training required, Bachelor Degree preferred
- Must have valid Washington State driver's license or the ability to get one shortly after employment
- Must have access to a reliable vehicle with current registration and vehicle insurance card
- Must have the ability to keep accurate mileage records.
- Must be able to travel as needed
- Must meet any requirements established for this position by the Washington State Department of Corrections

Physical Demands

This position involves handling dogs of all sizes with varying degrees of training. The employee may find themselves lifting/moving items up to 40 pounds and walking or handling dogs who pull on leashes or jump up.

How To Apply

Interested candidates should email a resume and cover letter to info@prisonpetpartnership.org. The cover letter should explain why the mission of PPP appeals to you and how your experience and education prepare you to help promote the mission in the manner outlined in the job description. You should also describe your experience working with volunteers and/or individuals of diverse backgrounds.

To ensure full consideration, submit resume and cover letter by Wednesday, May 25th 2016. Position open until filled.