Prison Puppy Advisor
Status: Part-Time

OVERALL SUMMARY: Under the supervision of the Prison Program Manager, this person provides dog obedience and task training to the inmate handlers. Coaches and supports weekend puppy raisers' socialization activities and maintains obedience training to maximize each dog's potential success as a service or guide dog.

We are seeking Prison Puppy Advisors for the following correctional institutions and locations:

- Patuxent Institution and MCI-W (Maryland Correction Institution for Women) - Jessup, MD

SPECIFIC RESPONSIBILITIES:

- In cooperation with the Correctional Facility, screens and selects suitable inmate handlers. Must be cognizant of Correctional Facility's rules and regulations.
- Instructs inmate handlers once weekly in puppy behavior, socialization, obedience, and service dog task training.
- Prepares and follows up on inmate handlers' weekly training records and assignments.
- Interviews and selects applicants for weekend puppy raiser homes. Conducts home visits as part of the selection process.
- Meets with weekend puppy raisers once a month or as needed.
- Conducts and documents periodic evaluations and home visits.
- Reports on the progress of puppies' training and socialization for the purpose of assessing the physical and temperament development of puppies for potential service or guide dogs.
- Participates in other projects and special tasks as assigned by the Prison Puppy Program Manager.
- Works with the puppy department to facilitate placement of new puppies and return of dogs when finished training.
- Is aware of the Foundation and Correctional Facility safety rules and procedures, ensuring that the functions of this job are done in the safest possible manner.
- Is available after hours to give direction to puppy raisers if needed.

POSITION REQUIREMENTS:

- Educational Background: High school diploma. Technical degree preferred or equivalent experience.
- Requires at least two years of experience in dog obedience instruction and the ability to evaluate and manage volunteers.
- Ability to evaluate and monitor the progress of puppies relating to desirable physical and temperament traits.
- Ability to travel, spending approximately 50% of time working at prisons; 50 % traveling to meet with weekend puppy raisers in local area. Overnight travel may be required when visiting regions outside of the local area.
- Working knowledge of word processing and database management programs is desirable. Familiarity with Word Perfect and Microsoft Office preferred.
- Must possess a valid state driver's license with no more than minor infractions on record.
- Excellent presentation, teaching, and public speaking skills.
- Flexibility with work hours and special requests. Day, evening or weekend hours may be required.
- Available to attend 5-7 days of initial training at GDF and ongoing as required to increase training skills as assessed by Prison Program Coordinator.

DESIRABLE CHARACTERISTICS:

- Knowledge of canine behavior and development and general puppy-raising techniques. Guide dog /service dog raising experience desirable.
- Ability to organize work effectively and independently; friendly disposition; ability to relate to a wide range of people, puppies, and young adult dogs.
- Effective communicator and team player.
- Desire to continue professional development to improve skills and enhance the performance of the individual in the school.

ESSENTIAL FUNCTIONS:

Physical Demands:

The employee is required to:
- stand, walk, push, pull, reach overhead, and bend to the floor
- drive car
- lift 70 pounds
- exert 20 to 50 pounds of force occasionally, and/or
- exert 10 to 25 pounds of force frequently, and/or
- exert up to 10 pounds of force constantly to move objects.

Visual Acuity: Near acuity and accommodation are required for the ability to see and read the dog's reaction to the environment and distractions, ability to read forms, documentation, and computer screen.

Hearing Ability: Ability to interact with dogs, trainers, students, volunteers, and puppy walkers either in an informal way or by giving formal instruction through seminars and training exercises. Ability to hear above traffic and other outside noises.

Physical Ability: The employee needs to have the ability to handle a dog to demonstrate the exercises that are being taught and the physical strength to handle healthy, potentially strong, large-breed puppies.

Working Conditions: The employee is subject to working within a prison environment, must be willing to abide by the policies and procedures of the prison, and follow directions from Correctional Officers and other staff to ensure their safety. The employee must pass a prison background check and attend an orientation annually.

Additional Information:

Approximately 20 hours per week – must be able to work weekends

The expected pay rate for the position is between $18.00-$19.50 per hour. The hourly rate offered will take into account internal equity and may vary depending on the candidate's geographic region, job-related knowledge, skills, and experience, among other factors.

How to Apply:

To apply email employment@guidedog.org with the subject “Prison Puppy Advisor.”

Guide Dog Foundation and America's VetDogs are equal opportunity employers.