



Job Description: Dog Training Program Assistant

Supervisor: Dog Training Program Manager

Location: Washington Corrections Center for Women, Gig Harbor, Washington

Hours: Fulltime - some evening and weekend work

Salary: Starting wage \$17/hr
Medical and Dental Benefits available after 60 days

Overview of Duties:

The Program Assistant works as a member of the Dog Training Program team, helping implement the dog training program in alignment with the organization's mission, vision and strategic plan. The Program Assistant will provide support to the Dog Training Program Manager, oversee the "paroled pet" rescue dogs and help develop, oversee and grow the program's volunteer base. . This is a full time non-exempt position. Some weekend/evening work is required. 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.

Key Responsibilities and Accountabilities:

Rescue Dog "Paroled Pets" Program

- Work with Volunteer Coordinator to schedule volunteers for evaluations, meet and greets and in-home visits, placements, and socialization efforts of Paroled Pets
- 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)
- Develop and maintain positive relationships with local shelters and rescue organizations
- Post dogs on PetFinder and maintain postings
- Conduct application screening, processing, placement and follow-up of Paroled Pets
- Coordinate volunteers to assist with Paroled Pet program
- Maintain records for Paroled Pets program

Service Dog Program

- 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

Examples of additional duties

- Oversee Paroled Pets program and assess dogs from shelter or donation.
- Evaluate and match Paroled Pets with adoptive families.
- Supervise and instruct inmates in passing the AKC CGC Evaluation with Paroled Pets.
- 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
- 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
- Assist with or lead basic obedience class instruction for inmates and volunteers

Minimum Qualifications: Knowledge, Skills and Abilities

- Education requirements: Associate Degree or equivalent combination of experience and training required, Bachelor Degree preferred
- Professional dog training experience required- at least two years using positive reinforcement techniques.
- 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
- Outgoing and positive personality with the ability to function in a high stress prison environment.

Other Requirements

- Must have valid Washington State driver's license
- Must be able to attend a six- week 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.

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. It is the Prison Pet Partnership Program's policy to base hiring solely on the individual's ability to perform essential job functions. Persons with disabilities are eligible for this position provided they can perform those functions with reasonable accommodation.