



Job Description: Dog Training Program Assistant

- Supervisor:** Dog Training Program Manager
- Location:** Washington Corrections Center for Women, Gig Harbor, Washington
- Hours:** Part time (25 hrs/week) - occasional evening and weekend work
- Salary:** \$16-\$17/hr based on experience and skills demonstrated during probationary period
- Closing Date:** Position open until filled
- Apply:** Submit resume and cover letter, describing your experience and skills to:

| | |
|------------------------------|------------------------------|
| Angela Roggenhofer | Phone: (253) 858-4240 |
| Dog Training Program Manager | Fax: (253) 858-4202 |
| Prison Pet Partnership | asroggenhofer@doc1.wa.gov |
| 9601 Bujacich Rd NW | www.prisonpetpartnership.org |
| Gig Harbor, WA 98332 | |

Overview of Duties:

The Program Assistant works as a member of the Dog Training Program team, helping implement the program in alignment with the organization's mission, vision and strategic plan. He/she will continue to develop, oversee and grow PPP's train-to-adopt rescue dogs ('Paroled Pets') program and will provide support to the Dog Training Program Manager. This is a part time non-exempt position. Occasional weekend/evening work is required. This position seeks an individual with the willingness and desire to learn/apply dog training skills relevant to rehabilitating and adopting rescue dogs and evaluating their potential for a career as assistance dogs. The following are opportunities that, with training and experience, the Program Assistant can assume.

Key Responsibilities and Accountabilities:

Primary Responsibilities:

'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)
- 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

- Maintain records for Paroled Pets program
- Assist with Paroled Pets program fund development including outreach and grant writing
- Assist with program public relations such as website, social media, brochures, newsletters and annual report
- Contribute to the success of the program by meeting organizational competency expectations, continuously learning, and by performing other duties as needed or assigned
- Work with Volunteer Coordinator to schedule volunteers for evaluations, meet and greets and in-home visits, placements, and socialization efforts of Paroled Pets

Potential for Additional Opportunities in the Dog Training Program

- Evaluate dogs-in-training as they progress through the training levels
- Coordinate and lead volunteer training sessions with adoptable pets out in the community
- May be asked to represent the program for public functions or speaking engagements
- Assist with or lead basic obedience class instruction for inmates and volunteers

Minimum Qualifications: Knowledge, Skills and Abilities

- Previous dog training experience or experience working with dogs
- 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 interact with inmates, 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
- Veterinary experience a plus

Other 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 insurance
- Must be able to travel as needed
- Must meet any requirements established for this position by the Washington State Department of Corrections

Professional Expectations

- Inspires teamwork and commitment
- Facilitates solutions
- Maintains organizational perspective
- Builds relationships
- Maintains confidentiality

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'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.