



**Job Title:** Grooming Instructor

**Reports To:** Executive Director

**FLSA Status:** Full-time, Monday through Friday, Non-Exempt

**Compensation:** Rate of \$27 per Hour

**Location:** WCCW/DOC Campus – 9601 Bujacich Rd NW Gig Harbor, WA

**How to Apply:** Submit Resume and Grooming Portfolio to [info@prisonpetpartnership.org](mailto:info@prisonpetpartnership.org)

## **SUMMARY**

This is a groomer position that teaches vocational education to individuals housed at WCCW grooming techniques to obtain certifications up to Master Groomer level and provides grooming services for the community.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs grooming to include bathing, brushing, nail-clipping, and cutting
- Supervises the daily operations of the groomers
- Mentors students through hands-on and in-class instruction with the goal to complete certification
- Walks pets to and from WCCW entrance and PPP building
- Presents the grooming instruction curriculum based on certification requirements
- Responsible for routine equipment maintenance, repair, and supply orders
- Follows all safety standards and procedures set by Prison Pet Partnership and the Washington Department of Corrections (DOC)
- Maintains highest level of confidentiality and protection of employee, client, and company related data and information
- Maintains confidentiality of communication and records in accordance with State and Federal laws

This is a general description of the responsibilities for the Grooming Instructor position; other duties may be assigned.

## **SUPERVISORY RESPONSIBILITIES**

Mentoring and instruction to individuals housed at WCCW

## **KNOWLEDGE, SKILLS AND ABILITIES**

- High skill in various grooming techniques
- Public speaking skills
- Ability to utilize various teaching techniques to instruct others
- Ability to effectively use email and MS Office
- Ability to build and maintain relationships with staff and clients
- Strong communication skills with the ability to listen actively and respond to employees and clients both verbally and non-verbally
- Ability to supervise and coordinate multiple people at multiple stations
- Commitment to PPP mission, vision, and values

### **REQUIRED EDUCATION AND/OR EXPERIENCE**

- 3+ years experience in a grooming salon
- 2+ years supervisory and/or teaching experience

### **DESIRED EDUCATION AND/OR EXPERIENCE**

- Master Groomer Certification
- Handstripping
- Previous experience working in a prison environment
- Previous experience with a non-profit is desirable

### **OTHER QUALIFICATIONS**

- Vehicle, or ability to transport self
- Current Washington State Driver's License
- Acceptable State Patrol Criminal History Record
- Must love animals!

### **HOURS AND BENEFITS**

- FLSA Status: Full-time, Non-Exempt
- Paid Holidays
- Ten (10) Sick days annually
- Twelve (12) Vacation days annually
- 100% premium-paid Medical, Dental, Vision Benefits
- Employer-match Retirement Plan after one (1) year
- Life Insurance
- Long-term Disability Insurance
- Employer-paid Worker's Comp
- Seven (7) days free boarding services for up to two (2) dogs
- Free grooming services four (4) times per year
- Employee Wellness Program encompassing quarterly staff development/wellness days, and a culture of self-care and rest

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to bend, stretch, walk, and talk or hear. The employee must regularly lift at least forty (40) pounds. The employee will be exposed to different breeds and temperaments of animals. Specific vision abilities required by this job include close vision and ability to focus.

PPP has offices inside the WCCW campus. DOC policies supersede PPP policies when working on WCCW campus grounds. The employee is expected to follow all DOC policies and procedures inside the campus and when interacting with program participants (WCCW inmates). Restrictions are applied to cell phone use, technology, and the transportation of sensitive materials through the campus. The employee should expect no privacy when working on WCCW grounds. DOC requires that all DOC staff, contract staff, and volunteers provide proof of COVID-19 vaccination. Weekly testing is required when working at the WCCW campus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### **COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

Prison Pet Partnership values diverse perspectives and life experiences and welcomes applications from people who will help us consistently demonstrate the values of equity, respect, and partnership. PPP encourages people of all backgrounds to apply, including previously incarcerated individuals, Black, Indigenous, and people of color, immigrants, refugees, women, LGBTQ+, people with disabilities, and veterans. Individuals interested in joining our team must be committed to racial, social, and economic equality for ALL people in our community.

Prison Pet Partnership is an Equal Employment Opportunity (EEO) Employer. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay, or other forms of compensation.