



## Job Announcement – Grooming Instructor

The Prison Pet Partnership in Gig Harbor is looking for a talented individual for the position of ***Grooming Instructor***. This position oversees the PPP grooming program with a major focus on instruction and on the job training to offenders. The goal of the Grooming Program is to provide a foundation for offenders to obtain employment in pet grooming upon their release from prison.

Work environment is inside the Washington Corrections Center for Women. Hours and salary are negotiable. Please send cover letter and resume to [rmkeeler@doc1.wa.gov](mailto:rmkeeler@doc1.wa.gov) or mail to Prison Pet Partnership, 9601 Bujacich Rd NW, Gig Harbor, WA 98332. Position is **OPEN UNTIL FILLED**. Qualified candidates will complete a working interview which requires a successful background check through the Washington State Patrol.

PPP is a non-profit organization located on the grounds of the Washington Corrections Center for Woman in Gig Harbor. Our program benefits all involved – the animals who are given the chance to lead lives of service, the inmates who learn valuable skills so they may find gainful employment upon release, and the individuals with disabilities who receive well-trained dogs to help increase their level of independence.

**Job Title:** Grooming Instructor

**Reports to:** Vocational Education Program Manager

### **General Description:**

The Grooming Instructor oversees the grooming program with a major focus on instruction and on the job training to offender employees.

### **Key Responsibilities and Accountabilities include but are not limited to:**

- Develop and implement the grooming curriculum.
- Provide instruction to students in order to complete professional certification.
- Responsible for coordinating with IPG Certifiers for testing.

- Coordinate breed specific groom days with rescues, breeders and existing clients.
- Supervise the daily operations of the inmate groomers in the groom salon and the grooming clerk.
- Perform basic grooming skills, as needed, to include bathing, brushing and clipping of animals per instructions from client.
- Responsible for routine equipment maintenance, repair and supply orders.
- Follow all safety standards and procedures set by Prison Pet Partnership and the WA Department of Corrections.

### **Minimum Qualifications:**

- Minimum education: high school diploma or equivalent.
- Minimum of 2 years working experience (5 years preferred) in a grooming salon OR grooming certification from an accredited school.
- Ability to teach and lead offenders with consistency and professionalism.
- Skill and competence in the use of personal computers including, but not limited to, Microsoft Office applications and email.
- Ability to interact with animals, offenders, staff, volunteers, clients, management and the public in a variety of situations.
- Ability to work effectively under pressure and willingly accept responsibility.
- Ability to work independently and take initiative.
- Ability to set priorities and use good judgment.

### **Other Requirements**

- Supervisory experience required.
- Valid Washington State driver's license.
- Must meet any requirements established for this position by the Washington State Department of Corrections.

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.

The Prison Pet Partnership believes that each employee makes a significant contribution to our success. Contributors can be within and outside of assigned responsibilities. It is our expectation that each employee will offer his/her services to ensure the success of our endeavors.

It is 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.