



PRISON PET PARTNERSHIP

Job Announcement

Kennel Supervisor/Volunteer Coordinator

Prison Pet Partnership (PPP) (www.prisonpetpartnership.org) is seeking a full-time Kennel Supervisor/Volunteer Coordinator. This position oversees the daily kennel and grooming operations, primarily on weekends, and will coordinate volunteers for the organization. ***This is a full-time, 40 hour per week position that includes weekend and holiday work. Regular hours are Friday-Monday 8am-6:30pm.*** Starting wage- \$16.50/hour. Medical and dental benefits.

If you have experience working in a kennel and have great people skills, this may be the job for you! We are looking for someone who can work independently and as part of our team. Primary duties include oversight of incarcerated women who are as they care for the animals in our facility and to recruit, onboard and coordinate volunteers. Animal handling experience required. Excellent communication skills imperative to work with our diverse population. This position reports to the Vocational Education Program Manager and the Executive Director.

Founded in 1981, PPP was the pioneer program in field of inmate rehabilitation through the benefits of the human-animal bond. Located within the grounds of a state women's correctional facility, PPP provides vocational education to women inmates in a full-service boarding and grooming facility and teaches women inmates to rehabilitate homeless dogs as companion pets and train service dogs for individuals with disabilities.

If you have kennel and volunteer leadership experience and feel you might be a good candidate for this position, please send a cover letter, resume, to info@prisonpetpartnership.org with "Kennel Supervisor/Volunteer Coordinator" in the subject line.

Applications reviewed as received. Position opened until filled. Only applicants considered for an interview will be contacted.

Prison Pet Partnership Program

The Prison Pet Partnership Program believes that each employee makes a significant contribution to our success. Contributions 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.

Job Title: Kennel Supervisor/Volunteer Coordinator

Reports to: Vocational Education Program Manager and Executive Director

General Description:

The Kennel Supervisor/Volunteer Coordinator works as a member of the PPP team who provides weekend oversight of kennel and grooming and works as the primary coordinator of volunteer for the organization. **This is a full-time, 40 hour per week, non-exempt position which requires working weekends and holidays. Regular hours will be Friday-Monday 8am-6:30pm**

Key Responsibilities and Accountabilities

Kennel Supervision

- Oversee daily operations of the boarding and grooming facility, in absence of the Vocational Education Program Manager, to ensure the health and well-being of animals in PPP's care
- Supervise incarcerated individuals in performance of their assigned duties.
- Enforce all DOC and PPP policies and procedures while maintaining a safe and cohesive work environment for staff and volunteers
- Use sound judgement and problem solving skills to determine and implement appropriate course of action for care of sick or injured animals, facility maintenance, customer concerns, or prison operational issues
- Primary point of contact/liaison for incarcerated individuals, volunteers, clients and DOC staff in absence of the Vocational Education Program Manager or Executive Director
Ensure safe transport of animals from public access or control to the kennel area
- Communicate with appropriate staff issues that occurred during shift to ensure appropriate resolution or as a pass down

Volunteer Coordination

- Recruit, interview and onboard applicants for volunteer work in accordance with PPP and DOC policy and procedures
- Ensure volunteer staffing of various areas of operations including, but not limited to, transporting animals to and from awaiting clients, trips to veterinarians, outreach booths, special events
- Develop and manage volunteer policies, procedures and standard of volunteer service
- Provide ongoing support and guidance for volunteers in conjunction with other PPP staff

- Ensure continued training compliance of volunteers within DOC and PPP policies, procedures and guidelines
- With assistance from other staff, plan and implement volunteer recognition events and activities
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation
- Work with area universities to enlist interns and volunteers to assist with special projects or operational needs

Minimum Qualifications

- High school diploma or equivalent required, some post-secondary education preferred
- Minimum of one year of hands-on experience in a boarding kennel, animal hospital, shelter or related animal facility
- One year of experience working as a volunteer, supervising volunteers or working with volunteers
- Supervisory and leadership experience required
- Basic dog obedience training highly desirable
- Ability to work independently and take initiative in a challenging work environment
- Ability to set priorities and use good judgment
- Excellent communication skills as you will be dealing with the general public, volunteers and incarcerated individuals
- Skill and competence in the use of personal computers including, but not limited to, Microsoft Office applications and e-mail

Other Requirements

- Must be able to stand on feet for long periods of time and endure strenuous work such as lifting up to 40 pounds unassisted, handling unruly animals, and cleaning kennels.
- Work in a fast-past environment and juggle multiple, competing tasks and demands
- Proactively support the organization's mission and customer service standards
- Valid Washington State driver's license
- 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.