



## **Job Announcement**

### **Volunteer Coordinator/Administrative Assistant**

Prison Pet Partnership (PPP) is seeking a full-time Volunteer Coordinator/Administrative Assistant. If you have experience coordinating volunteers and have great clerical skills, this is the job for you! This is a full-time, 40 hour per week position which includes some weekend and holiday work. Medical and dental benefits paid 100% by the organization. Paid sick and vacation leave. Starting wage \$15/hr.

We are looking for someone who can work independently and as an integral part of our team. Primary duties include recruiting, onboarding and coordinating volunteers and general administrative support. Due to the nature of the work, animal handling is required. You must be able to handle dogs (and cats) who may have little to no training.

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 train dogs as companion, therapy and service animals.

If you have feel that you are a good candidate for this position, please send a cover letter and resume to [info@prisonpetpartnership.org](mailto:info@prisonpetpartnership.org) with "Volunteer Coordinator/Administrative Assistant" in the subject line.

Applications reviewed as received. Position opened until filled. Full job description available on our website at [www.prisonpetpartnership.org](http://www.prisonpetpartnership.org). Only applicants considered for an interview will be contacted.



**Job Title:** Volunteer Coordinator/Administrative Assistant

**Reports to:** Executive Director and Vocational Ed Program Manager

**General Description:**

This staff member is responsible for coordinating volunteers and provides administrative support to the organization. This is a full-time, 40 hours per week, non-exempt position. Some weekend/evening and holiday work is required. Medical and dental benefits. Paid holiday, sick and vacation leave

**Key Responsibilities and Accountabilities:**

**Volunteer Coordination**

- Recruit, interview and onboard volunteers accordance with PPP and DOC policy
- 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
- Spearhead formal and informal volunteer recognition
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation
- Work with area schools to enlist interns and volunteers to assist with special projects or operational needs

**General Clerical and Administrative Support**

- Respond to inquiries about PPP programs via phone, email, and mail with tact and thoughtfulness
- Process incoming and outgoing mail
- Coordinate and conduct tours
- Assist with basic bookkeeping tasks such as deposits, credit card reconciliation and filing
- Procure supplies for organization
- Provide on-site assistance with daily operations of boarding and grooming facility including processes and procedures set forth by PPP and the Department of Corrections
- Provide clerical support to Executive Director in record keeping and correspondence
- Assist offender office clerks with daily operations, to include billing, phone calls, scheduling
- Provide support to Voc Ed Program Manager with scheduling of offenders for classes and work
- Assist with the creation of organization's public relation materials such as website, brochures, social media content, newsletter and annual report
- Assist with transport of boarding and grooming dogs to and from vet and/or to and from public access as needed.
- Oversee maintenance of PPP vehicle and track its usage
- May be asked to represent the program for public functions or speaking engagements

- Attendance at occasional special events is required
- Contribute to the success of the program by meeting organizational competency expectations, continuously learning, and by performing other duties as needed or assigned

### **Minimum Qualifications**

- Minimum education: high school diploma or equivalent, 2 years of post-secondary education preferred
- Experience working with volunteers in a supervisory capacity
- Minimum of one year of clerical or administrative support required
- Any combination of education and experience that meets the needs of the position
- Experience working with animals preferred

### **Knowledge, Skills and Abilities**

- Strong organizational and problem solving skills
- Excellent written and oral communication skills
- Ability to manage priorities and workflow
- Experience using various social media platforms
- Skill and competence in the use of personal computers including, but not limited to, Microsoft Office applications
- Versatility, flexibility, and a willingness to work within constantly changing priorities
- Ability to work independently and as a member of various teams
- Ability to work with animals, offenders, staff, volunteers, clients, management and the public in a variety of situations
- Ability to work efficiently under pressure and willingly accept responsibility

### **Other Requirements**

- Valid Washington State driver's license
- Must meet any requirements established for this position by the Washington State Department of Corrections
- Must be able to attend a six- week training provided by the Department of Corrections which includes physical fitness training and self-defense classes.

### **Physical Demands**

The employee in this position must be able to lift/move items up to 40 pounds. This position also involve handling/walking of dogs and cats of all sizes with varying degrees of training. Requires a good deal of walking to transport animals to and from owners.

*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 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.*