



POSITION TITLE: Puppy Training Assistant
REPORTS TO: Director of Program Operations

DATE: September 2026
HOURS: Part-Time

RESPONSIBILITIES: This position is responsible for facilitating the successful in-public and at-home socialization of service dog puppies in the Paragon Service Dogs PAWS' Abilities at the Wyoming Medium Correctional Institute (WMCI). Utilizing positive reinforcement techniques and adhering to Assistance Dogs International (ADI) standards, the assistant will work to ensure dogs meet behavioral milestones. In conjunction with the Director of Program Operations, this individual will work independently to identify problem behaviors, provide standard and creative solutions, and collaborate with the training team to implement effective solutions. The assistant will handle puppies and dogs at various training levels, and board these dogs in their home – one pup/dog at a time for 2.5 days on a rotating basis – Monday morning – Friday afternoon.

The essential functions listed below are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to be completed.

JOB DUTIES:

1. Dog Handling & Training

- Train and handle dogs in accordance with Paragon Service Dogs and ADI guidelines.
- Transport dogs to and from WMCI in Torrington, WY, where PAWS' Abilities dogs receive training. (Pick-up one dog on Monday a.m., return them on Wednesday afternoon and pick-up one new dogs, returning them Friday afternoon)
- Review training reports and adjust training plans as needed.
- Document training sessions, including time spent and progress made.
- Provide updates on dogs in training meetings.
- In conjunction with the Director of Program Operations, organize field trips, socialization exercises, in-home socialization and manners, and training enhancements.
- Attend weekly Training Team meetings, and individual supervision meetings.

- Interact with Inmate handlers and WMCI's Canine Program Coordinator as needed. (Must comply with the Wyoming Department of Corrections' background check and visitor approval process.)

2. Dog Care

- Board a dog in training at your home Monday through Friday on a rotating basis.
- Maintain safety for the dogs as the highest priority.
- Feed and exercise according to individual dog's care plan.
- Monitor and report health concerns for dogs in the program.
- Transport dogs to veterinary appointments as needed.
- Assist with grooming and administering medications as directed, documenting on the medication log.
- Maintain organized records of outings and in-home behaviors.
- Collaborate with staff to enhance the overall well-being of the dogs.

3. Professional Conduct

- Represent Paragon Service Dogs in a positive and professional manner.
- Maintain safety as Paragon Service Dogs paramount concern.
- Promote and support an effective team environment, including adherence to Ethical Communication practices with staff, clients, volunteers, and community members.
- Demonstrate respect, interest, compassion and caring for clients, dogs, volunteers, supporters and community members.
- Know, and abide by, Paragon Service Dogs' Operating and Personnel Policies and Procedures.
- Know, support, and promote the Mission, Core Values and Goals of Paragon Service Dogs.
- Attend and actively participate in staff meetings and professional development opportunities.
- Assist with dog care, kennel maintenance, and cleaning as needed.

4. Public Engagement & Other Duties

- Collaborate with other departments, such as volunteers, outreach or fundraising, as needed.
- Participate in public awareness and outreach events.
- Perform additional responsibilities as assigned to meet organizational needs.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Essential and marginal job duties, responsibilities and activities may change at any time with or without notice.