



**YOUTH-CANINE COACH/MENTOR  
Pawsitive Corrections Program at  
Marion County Juvenile Detention Center  
POSITION DESCRIPTION**

**Overview**

The Youth-Canine Coach/Mentor works directly with 2 teens and a shelter dog, supervising the teens as they train their dog in basic skills using positive reinforcement. The role of the coach is to encourage the teens in this process, helping to build their confidence. The coach also asks questions to help the teens think through any challenges and to better understand both the body language and emotional viewpoint of the dog. Through building a relationship with both their coach and their dog, we're hoping that the teens will be able to transfer those relationship- building skills to others in their lives, develop empathy for others, learn that problems can be resolved without force and through positive reinforcement, and develop a sense of pride in their accomplishments during the program.

**Primary Duties and Responsibilities**

The responsibilities and duties of this position include, but are not limited to, the following:

*Before the Program*

- Meet with the lead trainer outside of the program location and are taken to where the dogs are held and paired with their dog for the program
- Make sure that the collar is fit properly on the dog and fits the dog with a no- pull harness if needed for easier walking (with help and instruction from the trainer if needed)
- Walk the dog to a designated area for elimination and then to the program site to await the arrival of the teens

*During the Program*

- Show an interest in teens they're working with and ask questions to get to know them and their experience with animals
- Advise teens on the mechanics of training so they can take ownership of the process. The lead trainer will be there to provide support and help as needed, and flash cards are also available to coaches on every possible situation
- Offer encouragement and praise to teens, asking questions to help them think through challenges and work together as a team
- Help teens learn to read canine body language and see the world from the canine perspective
- Model healthy relationship behavior with both teens and dog to demonstrate relationship- building behavior
- Build confidence in the teens as they also encourage them to build confidence in their dogs

### *After the Program*

- Walk dogs to designated elimination area again
- Return dogs to their kennels, remove leashes, and make sure they have water to drink
- Assess progress being made toward program outcomes on forms provided and share successes and any concerns with lead trainer

### **Requirements**

- Enjoy working with teens
- Able to be a good listener as well as ask questions that stimulate conversation and learning
- Understand the concepts of positive reinforcement and utilizes them with both people and dogs
- Set an example of kindness, calmness, and patience
- Must be comfortable around dogs and physically capable of handling and walking dogs. For the stronger dogs, we do fit them with special harnesses that reduce pulling and make walking easier for the volunteers. We also try to pair handlers with dogs who will be a good fit for them.
- It's helpful to know basic techniques of training a dog through positive reinforcement. We can provide training and ongoing support in this area, however
- Read Coaches Guide before program
- Attend a youth canine program orientation during the first program you volunteer. This orientation is always the first day of the program (usually a Monday) and is where the lead trainer explains the program and demonstrates training techniques to the teens and any new volunteers before the dogs join the program the next day. Volunteers only need to attend this program orientation once
- Must be at least 21 years of age
- Must follow the specific rules and dress code of the Marion County Juvenile Detention Center (MCJDC)
- Complete MCJDC volunteer requirements

Paws & Think also provides some additional training on handling, reading body language and recognizing stress signals in dogs. It is NOT necessary, however, to attend these trainings before you start volunteering with the program. We encourage you to try the program first, to see if it's a good fit for you. If so, we'll let you know about training opportunities as they become available, but we encourage you to go ahead and get involved with the program, as it can't run without enough volunteers.

**Time Expectations:** Varies according to the level of involvement each coach chooses. Each program runs 3:25-5:15pm for one week per month. We encourage coaches to work all 4 days of a program so the kids can have the consistency of working with the same person throughout the program and build a relationship. Although volunteers only available 1-3 days are also needed.

### **Contact**

For any questions about the Youth-Canine Program or this position, please contact:

Kimberly Trimpe

Youth-Canine Coordinator

[kimberlytrimpe@att.net](mailto:kimberlytrimpe@att.net)

317-773-2939

**Paws and Think, Inc. is an equal opportunity employer.**



Marion Superior Court – Juvenile Division  
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## **“DRESS CODE AND APPROVED ITEMS ALLOWED FOR DETENTION, PROFESSIONAL, CONTRACTUAL STAFF”**

Please review the following policy on dress code. **Be advised, this policy applies to all Detention staff, professional staff, and all contractual staff entering secured detention (i.e. CCS, Hillside Academy, A’VIANDS, Attorneys/PD’s, Doctors/Dentists, Psychologists, Mental Health Professionals, Probation Officers, etc.)**

### **PROHIBITED DRESS ATTIRE:**

In order to maintain the highest level of Safety and Security, the following is a list of items that are prohibited in Detention:

- Hats/scarves/hair wraps/ponytail clips (metal or plastic)/hoodies/jackets/coats (jackets or coats are permitted for staff with offices in secured Detention, however cannot be worn around facility and must be left in office until exit).
- Shorts
- Tank tops shirts or shirts not covering the shoulders (all shirts must cover the shoulder)
- Jeans w/designs, holes, “paint” patterns, rips/tears, and designs on the legs.
- “Legging” or “Jeggings” stretch-type pants.
- Clothing w/inappropriate or offensive materials (alcohol/drug reference, profane language, insulting language, etc)
- Sweatpants (excluding during specified In-Service trainings)
- No open toed shoes
- Hooped or any dangling earrings (that can be pulled).
- Facial piercings of any kind

### **EXCEPTIONS:**

- Non-Jean material Capri Pants that are below the knees **ONLY** are approved for contractual staff, professional staff, support staff and other non-security staff.
- Belts are approved; nevertheless, person(s) **MUST** go through the reception security screening.

### **PROHIBITED ITEMS:**

- Cell phones/ Smart watches
- CD’s or DVD’s
- Glass or aluminum products (including beverage containers)
- Metal utensils
- Tools
- Hand sanitizer
- Tobacco (may be secured in a locker or vehicle)

### **NOTE:**

Anyone may be denied entry into the MCJDC, if their dress attire is deemed to be inappropriate per detention safety and security standards. (i.e. low bust line showing, short skirts/shorts, see through garments, etc.)

### **SECURITY STAFF AND OJT TRAINEE DRESS CODE/UNIFORM POLICY:**

- All security staff are provided uniform shirts and must have these shirts tucked in at all times, while in secured detention.
- All security shirts can be accompanied with a black, white, or grey t-shirt underneath. If the under shirt is long sleeved, then it **MUST** be one of the colors listed above as well (no arm designs).
- OJT Staff is suggested to wear Cargo pants or “Dickie” material pants that are Khaki or Black in color in order to be comfortable and professional.
- Trainees may wear jeans (blue or black), as long as they are appropriate and do not have any of the above-mentioned associations. Pants may not be tucked into boots/shoes at any time.
- Security staff are **REQUIRED** to wear Black on Black tennis shoes to complete the “uniform.” OR Tie-up boots that are black or the standard yellow-tannish color, most associated with “Timberland” brand boots.
- Nails are not to be greater than 1/8 of an inch long (excluding Volunteers/Professional Visitors)
- One pair of approved earrings may be worn (see prohibited dress attire above)

### **PROFESSIONAL AND CONTRACTUAL STAFF:**

- No loose items are permitted into the facility that may potentially be used as a weapon. (paperclips, binder clips, etc.)
- No cameras, recorder devices, or any call/ text enabled devices are permitted into the facility without administration approval (Public Defenders /Attorneys, DOS’s, MHC, CCS Supervisor & Practicing Physician, Hillside Academy Director of Students and SPED teachers, Field Training Officers, Quality of Life Coordinator & Administration all have approval for cell phones but they are not to be worn or carried throughout the facility)
- Tablets, Ipads, clip boards, and Laptops are permitted into the facility by professional or contractual staff if being utilized in the performance of their job.
- Stapled items are approved but, documents must remain in the control of the professional. Any documents for youth must have staples removed prior to the visit.

**\*\*\* Outside beverages are permitted in the facility, but should NEVER be on the units for any reason. They must stay either in the staff break room or in individual offices. Staff should maintain the highest level of caution if a resident is in a staff’s office. Clear water bottles only are permitted on the unit, but must stay behind the control panel at all times.**

Thank You,

MCJDC Administration (1/24/17)