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## **POSITION DESCRIPTION**

### **HUMANE EDUCATOR**

#### **JOB SUMMARY**

The Fredericksburg SPCA is seeking an outgoing individual to lead our Humane Education Program, which includes: our Compassionate Care Camp, Junior Volunteer Program, tours, etc., with children ranging from 6 to 18 years old. This individual will be responsible for running the day to day activities within the Humane Education Program as well as create and execute a long term strategic plan to grow the program. This individual will report to the Director of Community Programs. The ideal candidate will be timely, reliable, hard-working, dress professionally, an excellent communicator and collaborate easily with others.

#### **RESPONSIBILITIES**

- Work with community, schools, and other groups to coordinate educational visits to the shelter.
- Organize shelter staff as needed to provide activities and education that forwards the organization's mission while providing a rewarding visitor experience.
- Coordinate off-site presentations to community groups and classrooms for similar outcomes as above.
- Can execute presentations or provide trained staff and volunteers to do so, depending on needs and availability
- Lead camp activities and discussions
- Can create lesson plans and annual strategic plans
- Provide shelter tours and off site information sessions for student and community groups
- Manage budgets and resources, including reimbursement of expenses
- Lead camp activities and discussions
- Keep students and visitors safe and engaged
- Speak with parents regarding any questions or concerns they may have on arrival and pick up (beginning or end of virtual sessions as well)
- Offer assistance to any students and visitors in need
- Handle any animals safely and responsibly when activities involve animals
- Lead other interns and volunteers through activities

- Set up and clean up any crafts, activity or discussion that may take place
- Create and execute new activities that engage students

## **REQUIREMENTS**

- Flexible work style
- Be a self-starter
- Calm under pressure
- 1 year experience in a teaching atmosphere
- Must be able to collaborate easily with others
- Must demonstrate great customer service skills and work well with children
- Must uphold the values of the SPCA verbally and in writing, most notably: respect, compassion, and kindness
- Must be able to facilitate all humane education programs that are scheduled (It is your responsibility to let your supervisor know when you cannot be present for work within 24 hours beforehand)
- Ability to work effectively in an atmosphere of multiple projects, competing priorities, and deadline pressures
- Ability to be flexible and detail oriented
- Computer literacy w/ proficient use of programs including Microsoft Office programs, G-Suite, Internet, Zoom, Google Classroom and database software

## **MENTAL, PHYSICAL AND COMMUNICATION DEMANDS**

- Regular exposure to cleaning chemicals, fumes, dust, animal feces, bites and scratches
- Lead and communicate clearly with others
- Able to lift at most 50 lbs and move around the facility easily
- May be exposed to:
  - Deceased, fractious, or aggressive animals
  - Hostile, irate persons
  - Zoonotic or other diseases
  - Unpleasant noises, odors, sights
- Interactions with and handling of pets
- Working alone or with minimal supervision; must be self-motivated
- Patience and tact when working with difficult, emotional, or angry people
- Adherence to the SPCA's policies and philosophies

## **WORKING CONDITIONS**

Indoors and outdoors in a fast-paced, high noise, climate-controlled facility.

## **DRESS CODE**

Presentable casual attire, long pants and closed toed shoes.

## **COMPENSATION & BENEFITS**

- This is a part-time, hourly, non-exempt position with opportunity for career advancement if desired, and annual performance-based promotions budget permitting.
- After a 90-day probationary period, the employee will become eligible for paid time off, paid birthday leave, low- or no-cost adoptions, and discounted shopping in the SPCA's boutique. Other benefits are detailed in the Employee Handbook.

## **TERMS OF EMPLOYMENT**

In accepting this offer of employment, you certify your understanding that your employment will be on an at-will basis, and that neither you nor any Fredericksburg Regional SPCA (henceforth SPCA) representative have entered into a contract regarding the terms or duration of your employment. As an at-will employee, you will be free to terminate your employment with the SPCA at any time, with or without cause or advanced notice. Likewise, the SPCA will have the right to reassign you, to change your compensation, or to terminate your employment at any time, with or without cause or advanced notice. At the termination of employment, any relevant SPCA documents, software, data, or information must be turned over to the SPCA. Upon termination of employment you agree to make no disparaging or negative comments about the Fredericksburg Regional SPCA or its employees and officers and comply with the Fredericksburg SPCA's non-disclosure agreement as outlined in the employee handbook.

**I read and understand the duties and expectations as described in this position description.**

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PRINTED NAME

SIGNATURE

DATE