



# Georgian Triangle Humane Society Job Description

## HUMANE EDUCATION COORDINATOR

**Position Summary:** Reporting to the Community Programs Supervisor, this role is responsible for developing and running workshops and programs in Humane Education to youth and community groups as well as supervising after school and summer programs in consultation and collaboration with management. This coordinator will work to educate people in our community, primarily youth, in animal welfare, responsible pet ownership and compassion for all living things.

**Position Schedule:** 30 hours per week; weekend and evening work will be required. Schedule is 1pm-7:30pm Monday-Thursday and 9am-3:30 Friday's.

### ROLES AND RESPONSIBILITIES

#### *Programs*

- Develop and present educational programs to a wide variety of community groups, with audiences of varying ages and backgrounds
- Create educational materials for use in presentations as well as other related collateral (brochures, videos, etc.) that help to promote animal welfare and humane education programs
- Develop new curricula and educational materials as needed and update current materials as appropriate
- Present humane education lessons to a variety of audiences and community groups and attend special events as needed
- Deliver after school programs and supervise any programs delivered by volunteers.
- Be an advocate for GTHS programs and create awareness of our mission and initiatives

#### *Team Leadership (Volunteers)*

- Ensure that organizational and departmental information is communicated effectively and in a timely manner
- Orient and train new team members on GTHS policies and procedures and monitor their adherence
- Coordinate follow up and on-going refresher training for the team
- Assist with conflict resolution among team in consultation with the Volunteer Coordinator and Community Programs Supervisor
- Ensure the team works in a safe, healthy, and supportive environment in accordance with all appropriate legislation and regulations
- Ensure appropriate team coverage by monitoring schedules and initiating recruitment campaigns for new staff and volunteers when required
- Develops strong relationships with team members ensuring that they are engaged, informed and recognized for their contributions

### REQUIREMENTS

- University degree in an education related field with some experience in a teaching and/or training related discipline with a particular focus on youth
- Experience working in a classroom setting or other educational environment such as a summer camp for at least 2 years
- Animal handling care and knowledge would be a significant asset



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- Strong oral and written communication skills including the ability to author/edit educational materials and willingness to present at functions, to classrooms, or other audiences
- Demonstrated flexibility and the ability to work well with people of all ages and backgrounds
- Ability to exercise tact and patience while dealing with complex and sensitive issues maintaining confidentiality and promoting trust and confidence
- Proficiency in the Microsoft Office suite of programs and advanced computer skills
- Valid police record check with vulnerable sector screening
- Self-motivated with a proven ability to complete tasks with competency and accuracy
- Ability to work weekends and evenings as required