

Peninsula Humane Society & SPCA

Humane Educator

Job Title: Humane Educator
Division: Community Engagement
Reports To: Director, Volunteer & Community Programs
FLSA Status: Exempt, Non-Union
Salary: \$62,400 - \$ 66,000 per year (DOE)
Excellent Benefits Package Available

Summary: Manages, designs, conducts and evaluates educational programs with the goals of involving people in our organization and motivating them to act humanely. Responsible for developing awareness of animal-related issues, advocating for animal protection, and empowering children and adults in the community to make positive changes for animals.

Essential Duties and Responsibilities include the following. Specifics may change as programs evolve. Other duties may be assigned.

Schedule and conduct educational presentations in classrooms throughout the county. Make connections with teachers and promote school visits for students of all ages.

Develop new education programs with the goal of engaging youth in the shelter environment, offering community service hours, and teaching about proper animal care.

Create new lesson plans and materials for teachers to borrow from the shelter and teach in their classrooms.

Design interactive education exhibits to be displayed in the Humane House.

Collaborate with the Volunteer and Community Programs director to design education exhibits in sister organizations if/when necessary.

Conduct animal-related presentations for community groups and public audiences of all ages.

Conduct inquires and outreach to extend programs to a large audience.

Arrange and lead group tours of the Center for Compassion. Inform visitors about adoptions and the services available at both PHS locations.

Orchestrate all aspects of day camps “Animal Camp” including child enrollment, parent communication, volunteer participation, animal visits and group activities. Teach campers about treating animals with kindness and serve as the director of each camp session.

Establish rapport with other departments; secure guest speakers from Animal Care, Animal Rescue & Control, Behavior, Customer Service/Exotics, Vet Services and

Wildlife. Consult with Behavior and/or Adoption staff to identify appropriate shelter animals for child interaction.

Coordinate biannual programs that provide insight on veterinary careers for high school students.

Plan occasional evening or weekend events that draw adults and families with the aim of enhancing their knowledge of pertinent topics.

Respond to requests for information from individuals and groups. Grant interviews or suggest resources for student projects.

Create and modify written materials for the department. Keep accurate records and organize files. Maintain collection of visual aids and literature.

Purchase office and program supplies, authorize and track expenditures to control department expenses.

Handle contributions of items and funds. Acknowledge donations generated from Education programs in conjunction with the Development Manager.

Work with the Designer/Webmaster/Social Media Coordinator to advertise upcoming events, update Education pages on the website, and design educational displays.

Recruit and place volunteers in suitable roles with the assistance of Volunteer Services.

Demonstrate empathy when sensitive subjects arise within the educational setting.

Network with humane educators to share progressive ideas and stay current with best practices.

Supervisory Responsibilities:

Directly supervises the Humane Education Coordinator, a seasonal intern, and 20-25 volunteers active in the Education department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training personnel; scheduling shifts; assigning and directing tasks; appraising performance; correcting and rewarding work; addressing concerns and resolving conflicts.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to multitask and maintain a safe environment for both animals and people. Upon hire, must submit fingerprints and pass a background check. Upon hire, must be fully vaccinated against Covid-19 and able to show COVID Vaccination Card as proof of vaccination.

Education and/or Experience:

Bachelor's degree. One year minimum of experience in education, teaching or related field. Broad knowledge of animal care and welfare issues. Work experience with youth and the skill to manage a classroom. Work or volunteer experience with diverse audiences preferred.

Language Skills:

Outstanding communication and interpersonal skills. Proven ability to effectively present information and respond to questions from employees, volunteers, and the general public. Ability to read, analyze, and interpret general business documents. Ability to write professional business correspondence, reports and procedure manuals.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent; draw and interpret graphs; and gather statistics.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret and follow instructions furnished in written, oral, diagram, or schedule form. Ability to handle situations with sound judgment and tact.

Computer Skills:

Working knowledge of Microsoft Office and Outlook, computer keyboarding skills, and ability to utilize the internet. Familiarity with Adobe Acrobat Pro, photo editing software, and video conferencing desired.

Certificates, Licenses, Registrations:

Teaching credential preferred. Completion of Pediatric First Aid & CPR or ability to take course. Valid California Drivers License and access to personal transportation. Must submit fingerprints and pass a background check.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to hear and speak clearly; use fingers and hands to feel and handle; reach with arms; climb stairs; taste or smell. The employee is frequently required to sit, walk and stand. The employee must occasionally stoop, crouch or kneel; and lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to loud noises, odors, disinfectant solutions, and outside weather conditions. The noise level in the work environment is usually moderate. While working with animals there is potential risk for bites, scratches, and exposure to allergens, parasites and infectious diseases. Activities may include transporting, handling, and cleaning up after different species. The employee must be able to multitask and maintain a safe environment for both animals and people.

EOE/M/F/D/V