

# Peninsula Humane Society & SPCA

## Wildlife Educator

<b>Job Title:</b>	Wildlife Educator
<b>Division:</b>	Community Engagement
<b>Reports To:</b>	Senior Director, Volunteer & Community Programs
<b>FLSA Status:</b>	Exempt, Full-Time
<b>Prepared By:</b>	Senior Director, Volunteer & Community Programs
<b>Salary:</b>	\$66,560/year

*Excellent Benefits Package Available*

**This position is on-site in Saratoga.**

**Summary:** The Wildlife Educator oversees, designs, conducts, and evaluates educational programs with the goals of involving people in our organization and motivating them to act with responsibility toward native wildlife. Responsible for developing awareness of native wildlife and other animal-related issues, advocating for wildlife protection and conservation, and empowering children and adults in the community to make positive changes toward wildlife and animal welfare in general.

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

- Schedule and conduct educational presentations in K-12 classrooms throughout Santa Clara County to promote wildlife care and conservation.
- Develop new youth education programs focused on proper animal interaction, care, rehabilitation, and release.
- Create curriculum, educational materials, and lesson plans for teachers to borrow and use in their classrooms.
- Create inspiring youth and adult projects that encourage participation in wildlife conservation efforts and develop materials to support those projects.
- Conduct wildlife education presentations for youth groups in the community and the general-public.
- Promote responsible and ethical treatment of wildlife in the community.
- Lead educator tours of the Interpretive Learning Path at the Saratoga shelter.
- Plan and direct all aspects of summer day camps for youth including registration, communication, volunteers, activities, and animal education.
- Hire, train, and manage seasonal camp counselors.
- Collaborate with other departments to enrich educational program content.
- Create, update, and organize all written department materials.
- Track participation metrics to gauge program reach and impact.
- Purchase supplies and track expenses responsibly.
- Work with the communications team to advertise educational events and update web content, social media, and online platforms.
- Recruit and place education volunteers appropriately.
- Demonstrate empathy when sensitive topics arise.
- Network with other humane educators to stay updated on best practices.

**Supervisory Responsibilities:**

Directly supervises 5-15 volunteers active in the Education department and two seasonal camp counselors. 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.

Good working knowledge of animal breeds, nutrition, general care, training, and related information. Knowledge, appreciation, and respect for animals, including birds, reptiles, rodents, and small animals. Ability to work with and handle animals. Highly motivated toward the welfare and humane treatment of all animals. Upon hire, must pass a background check. Must be available to work irregular hours, shifts, weekends, and holidays, as needed.

**Education and/or Experience:**

Bachelor's degree from a four-year college or university. 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.

**Certificates, Licenses, Registrations:**

Teaching credential preferred. Completion of Pediatric First Aid & CPR or ability to take course. Valid California Driver's License with a clean driving record to be insured by PHS insurance and access to personal transportation.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, volunteers, and other employees of the organization. Good oral and written communication skills.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:**

Knowledge of database software, specifically Better Impact or become proficient within the first six months from hire date. Proficient with Microsoft Office Suite and computer

keyboarding skills (data entry).

**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 stand; walk; use hands and fingers to handle or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 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.

The noise level in the work environment is usually moderate. Majority of this position is in an office setting along with engaging the community at offsite events. May be exposed to zoonotic diseases and outside weather conditions. On occasion will be visiting other PHS locations.

EOE/M/F/D/V/SO