



**Job Title:** Humane Education Coordinator  
**Department:** Development  
**FSLA Status:** Non-Exempt  
**Benefit Status:** Part-Time  
**Supervisor:** Community Engagement Manager  
**Effective Date:** 05/01/2023

## **VISION:**

The Woods Humane Society (WHS) staff thrives on providing all patrons with exemplary customer service; all animals with the best possible care our resources permit; to perform daily in an effective and efficient manner and to provide a pleasurable work environment rich in practical learning and team work.

## **POSITION SUMMARY:**

Under the supervision of the Community Engagement Manager, the **Humane Education Coordinator** is responsible for coordinating and executing WHS Humane Education programs, which encompass youth programs as well as community outreach and engagement efforts, both on and off-site. This position involves travel throughout the SLO County area.

Woods' Humane Education programs aim to: build public awareness of the organization's mission, brand, and services by increasing visibility and engaging with the community; provide educational resources and pet care support to help pets remain in safe, loving homes; foster empathy for animals and celebrate the human-animal bond; and encourage community support, adoptions, and participation in Woods services and programs.

The Humane Education Coordinator plans and executes on-site programs in SLO and North County (such as youth camps, youth and adult volunteer programs, youth birthday parties, public seminars and workshops, and public tours), as well as off-site programs throughout the county (such as presentations to schools and other community organizations, and participation in key community events). Additionally, the Humane Education Coordinator assists the Community Engagement Manager with third-party fundraising programs and events, community partnerships, in-kind donations, and volunteer groups and events.

## **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent;
- Current Adult-Child-Infant CPR and First Aid certification required within 60 days of hire (Employer Sponsored)
- Mandated Reporter Training Certificate within 60 days of hire (Employer Sponsored)
- Possession of a valid California driver's license with California required auto insurance
- Ability to pass background check and/or LiveScan required
- Camp counselor, teacher, or group leader experience preferred.
- Animal welfare experience helpful but not required

## **ESSENTIAL KNOWLEDGE AND SKILLS:**

- Compliance with department, county and state standards, providing a fear free experience.
- Willing and able to work daily with animals and handle individual animals in a caring and humane manner.
- Able to work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Strong verbal and written communication skills and desire to communicate with staff, volunteers, adopters, and other members of the public in a consistently professional and educational manner.
- Knowledge of teaching methods to accommodate the varied learning processes of both adults and children. Skills in lesson planning and presentation.
- Demonstrated public speaking ability.
- Demonstrated interpersonal relationship skills to include building alliances with schools and community organizations.
- Able to remain calm, think clearly and follow procedures when responding to emergency or first aid situations.
- Basic computer, video conferencing, email and social media skills necessary. Proficiency in Word, Excel, Google Suite, and PowerPoint.
- Ability to contribute to a positive atmosphere and working environment at WHS
- Ability to demonstrate the mission and vision of the organization on and off the job

## **PHYSICAL REQUIREMENTS:**

- Must be able to stand, walk, sit, talk, hear and see, stoop, bend, squat, kneel, grasp, put fingers together firmly and reach above and below shoulder level and lift; push, lift or pull 50 pounds for situation of restraining or moving animals and lifting supplies, material and equipment; work in an environment with daily changes in climate.
- Repetitively use hands to move animals around and operate computers
- Flex the neck upward and downward; twist the neck and the waist.
- Specific vision abilities required are close and mid-range vision, distance vision, color vision, peripheral vision, and ability to focus.
- Appropriately and humanely restrain cats and dogs; control dogs on a leash; work with a variety of animals
- Be able to tolerate extended periods of 4 to 6 hours of performing moderately strenuous activities, standing, lifting, stretching and bending.
- Work in an environment with daily changes in climate.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **PRIMARY RESPONSIBILITIES:**

- Develop and coordinate humane education programs at both campuses, which may include: Spring Break Animal Camp, Summer Critter Camp, after-school programs, school presentations, birthday parties at WHS, regular seminars and workshops, among others.
- Deliver presentations to schools, youth groups and community organizations and coordinate humane education outreach efforts.
- Develop relationships with local organizations to promote collaborative efforts toward humane education for people of diverse backgrounds.
- Coordinate volunteer groups and lead group tours of both shelters.
- Research, update existing programs and develop new programs to educate the community about humane animal care, animal welfare issues and the activities of the organization assuring that all presentations are in accordance with the organization's missions and philosophy.
- Develop timelines, procedures and program goals. Prepare and submit reports to management team as required. Maintain department records. Schedule presentations and provide necessary staff with advance notice.
- Seek opportunities to promote the organization and humane education concepts at community events and in the media.
- Respond by phone, mail and/or email to requests and inquiries from classroom teachers as well as the general public about educational and engagement opportunities.
- Assist with the production of educational resources for the public.
- Assist the Community Engagement Manager and Volunteer & Event Coordinator with community engagement efforts, including hosting booths at public events, coordinating in-kind donations and service projects, coordinating events and assisting with volunteer groups and events.
- Additional duties as assigned by Community Engagement Manager.

## **WORKING ENVIRONMENT:**

Work is performed in an animal shelter. Potential for exposure to environmental factors such as temperature variations, high noise levels, zoonotic diseases, animal waste, hazardous chemicals or chemical materials requiring OSHA Safety Data Sheets, anesthetics, sharp objects and potential hostile persons and/or dangerous and fractious animals.

## **DRESS CODE:**

You represent Woods Humane Society to our customers and the community. Your appropriate business attire should reflect the traditional standards that we have established for the operation of the shelter. Some departments within the society require uniforms. The Humane Education department wears:

Completely Enclosed Shoes (such as tennis shoes or work type boots)

Pants (short length is to fall just above the knee or right at the knee)

Scrub tops, WHS camp T-shirt, WHS T-shirt, or T-shirts with no print (tank tops are not permitted)

---

This job description explains and outlines qualifications and requirements specific to this position. The job description may evolve over time including additions, deletions or further revisions as necessary. Your employment as a **Humane Education Coordinator** or in any other position at Woods Humane Society is at-will and is for no set term; either you or Woods Humane Society may terminate the employment relationship at any time. By signing below, you indicate that you have a clear understanding of what is required, that you possess the necessary skills, certification(s), license(s) and /or /permit(s), that you have a commitment to follow through with the duties as outlined and that you are willing to accept changes to the job description as it evolves.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_