



POSITION DESCRIPTION

POSITION TITLE: Community Programs Educator

REPORTS TO: Manager, Community Engagement & Outreach or designate

SUPERVISES: No Direct Reports

Under the direction of the Manager, Community Engagement & Outreach or designate; the Community Programs Educator will be responsible for the development and implementation of educational programs to inspire children, youth and, adults to learn through the delivery of established curriculums. The programs and opportunities to engage children in traditional and hand-on learning are held at a variety of locations including district schools, community day camps, community centres as well as the at the Humane Society's programs, camps, clubs and field trips.

PRINCIPAL ACCOUNTABILITIES:

- Work closely with Manager, Community Engagement & Outreach, and Community Programs Coordinator to develop and implement educational programs including developing and delivering presentations.
- Liaise with schools to develop relationships and promote The Humane Society's educational programs.
- Support the development of curriculum for new and existing community programs, as well as leading in-center programs including day camps, PD Days, Birthday Parties, etc.
- Assist with researching and implementing new educational opportunities through daycares, workplaces, seniors and youth groups etc.
- Attend community events to promote the Humane Society mission, vision and values, as well as to grow awareness of our education and community programs
- Learn and deliver the established curriculum for schools and other programs.
- Fulfill administrative tasks as necessary. These include, but are not limited to: correspondence with members of the public and the creation of teaching resources.
- Be a positive advocate of The Humane Society in interactions with teachers, students and parents on a daily basis.
- Maintain a professional appearance and friendly demeanor at all times.
- Other duties as required to support the department and organization.

In addition to the duties listed above, The Humane Society expects the following of each staff member: adhere to The Humane society policies and procedures; work in a safe manner; act as a role model within and outside the Organization; seek out opportunities for continuous professional development; perform duties as workload necessitates; maintain a positive and respectful attitude; communicate regularly with their supervisor or manager about department issues; demonstrate efficient time

management and prioritize workload; consistently report to work on time prepared to perform duties of the position; meet department productivity standards; participate in The Humane Society's events as needed or required.

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the position. Rather, they are intended to describe the general nature of the position.

POSITION REQUIREMENTS:

The following are general descriptions of some of the requirements necessary to carry out the duties and responsibilities of this position.

- Ownership/access to a pet suitable for school visitations is required.
- Post secondary education in education, recreation and leadership or related discipline is preferred.
- At least 1 year of experience working with children, in a teaching/leading capacity is preferred.
- Ability to use positive and effective strategies to maintain classroom management of large groups of children.
- Punctuality and commitment to scheduled bookings are essential.
- Comfortable and effective in skills of public speaking and in animated delivery of presentations.
- Comfortable handling and working with all types of animals.
- Knowledge of animal welfare issues is preferred.
- Excellent interpersonal skills to meet/interact with new people daily (i.e. school staff).
- Proficient in Microsoft Office Suite including PowerPoint, Excel and Publisher.
- Excellent skills in verbal and written communication.
- Access to a vehicle and possess a valid Ontario driver's license.
- The successful candidate must provide a satisfactory police vulnerable sector check.

WORKING CONDITIONS:

- Driving to schools and other venues for presentations and programs.
- Attending and conducting presentations internally and externally, and participating in The Humane Society's engagements as needed.
- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including walking, standing, sitting, lifting and supporting animals.
- Standing for extended periods of time while delivering presentations and leading programs.

COMMITMENT:

- This position requires willingness to work a variety of shifts, including weekdays, evenings, weekends and statutory holidays to facilitate educational activities during community events.
- Able to attend to work-related matters that occur after regularly scheduled work hours.
- Regular and consistent attendance and punctuality.