



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Program Host (Casual Part Time)
<b>REPORTS TO:</b>	Manager, Community Engagement & Outreach or Designate
<b>SUPERVISES:</b>	No direct reports

The Humane Society of Kitchener Waterloo Humane Society & Stratford-Perth (The Humane Society) is a recognized Canadian leader in Animal Welfare. Our vision is to be a proactive leader in providing humane care through education, advocacy and enforcement to promote the well-being and appreciation of all animals.

This role will be primarily responsible to work independently to lead and support Humane Society programs including but not limited to Birthday Parties, PD day camps, Bingo, Art Programs, Vet Clubs, Yoga and Center Tours. Program Hosts are responsible for ensuring all program participants are having fun, being safe, and learning about pets.

### **PRINCIPAL ACCOUNTABILITIES:**

- Lead pre-developed recreation and education programs to participants of all ages
- Provide an environment that allows participants to have a fun and a safe experience.
- Ensure room is tidy and set up for program.
- Prepare and teach age appropriate games and crafts for the program.
- Explain the role of the Humane Society and on the animals the clients see at the centre, lead centre tour during the program.
- Provide an animal interaction time, teaching proper handling and care of the animal.
- Hand out promotional fliers for upcoming programs.
- Clean up after the program is finished, put materials away.
- Communicate with Community Programs staff regarding any new concerns or needs.
- Communicate with participants and parents, respond to inquiries or concerns.
- Support and direct program volunteers.

In addition to the duties listed above, the Humane Society expects all employees to: adhere to The Humane Society policies and procedures; work in a safe manner; act as a role model within and outside the Centre; seek out opportunities for continuous professional development; perform duties as workload necessitates; maintain a positive and respectful attitude; communicate regularly with supervisor about department issues; demonstrate efficient time management and prioritizes workload; consistently reports to work on time prepared to perform duties of the position; meet department

productivity standards; participate in The Humane Society events as needed or required; and, complete other duties as assigned.

**POSITION REQUIREMENTS:**

- Candidates must be 18 years of age or older.
- A satisfactory Vulnerable Sector Police Check is required as a condition of hire.
- Strong organizational skills and a creative approach to program delivery are essential.
- Must be comfortable handling and interacting with small animals, including cats, rabbits, guinea pigs, birds, and similar species.
- Must enjoy working with children and have experience leading and teaching groups of children.
- Should feel confident leading groups of up to 15 children, ranging in age from 4 to 14.
- Comfortable leading groups of up to 24 participants.
- Must be outgoing, engaging, and able to bring a fun, positive energy to programs.
- Hold a valid Class G Ontario driver's license.
- This position requires availability during days, evenings and weekends.

**WORKING CONDITIONS:**

- Regular interaction with members of the community.
- May be exposed to a variety of environmental conditions, including fluctuating temperatures, odors, and noise.
- Frequent interaction and hands-on work with animals.
- Risk of exposure to animal bites, scratches, infections and infectious diseases.
- Requires a valid Ontario driver's license.
- Involves intermittent physical activity such as walking, standing, sitting, lifting, and supporting animals as needed.