



Position Description

POSITION: Program Host – Casual Part Time

REPORTS TO: Manager, Community Engagement & Outreach or designate

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 in the supervision of up to 15 children during Humane Society birthday parties at our Kitchener or Stratford Centre, as well as other occasional evening and weekend programs. Hosts are responsible for ensuring all children are having fun, being safe, and learning about pets. You will be leading and participating in all activities.

PRINCIPLE 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.

In addition to the duties listed above, the Centre expects the following of each Full and Part Time staff member: adhere to The Humane Society policies and procedures; works in a safe manner; acts as a role model within and outside the Centre; seeks out opportunities for continuous professional development; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; consistently reports to work on time prepared to perform duties of the position; meets department productivity standards; participates in The Humane Society events as needed or required; and, completes other duties as assigned.

QUALIFICATIONS:

- Must be at least 18 years old.
- Must provide a satisfactory Police Check upon hire.
- Must be organized and creative.
- Must be comfortable interacting with small animals including cats, rabbits, guinea pigs, birds, etc.
- Must enjoy children and have experience in leadership and teaching of children.
- Must feel confident in leading a group for up to 15 children (ages 4 – 14+).
- Must be outgoing and have a fun personality.
- Must be available evenings and weekends
- Must have e-mail access as program communications are via e-mail.

WORKING CONDITIONS:

- May be exposed to some environmental situations such as cooler and warmer weather, odours and noise, exposure to viruses and bacteria.
- Interacts with community.
- Interacts with animals.
- Holds valid Ontario driver's license.
- Intermittent physical activity including walking, standing, sitting, lifting and supporting animals.