

Position: Humane Educator

Reports to: Executive Director

Status: Non Exempt

JOB SUMMARY

The Humane Educator's primary duty is to provide lessons for school aged children in order to promote responsible pet ownership and raise awareness about animal welfare issues in the greater Greenville community. By teaching people how to interact with companion animals in safe and compassionate ways, the humane educator is helping to execute the mission of the Greenville Humane Society.

The Humane Educator is tasked with presenting approved curriculum to a variety of different ages and backgrounds. The primary focus will be on elementary students, K, 1st and 2nd grades. There is an opportunity to expand the program to grades 3-5. This person must be prepared to handle shelter animals that are incorporated in to the lessons.

(The Humane Educator will also assist, as needed, with shelter-based programs such Girl Scout visits, summer camps, and fundraising and/or marketing event, as well as prefer some administrative duties.)

RESPONSIBILITIES

- Plans and delivers Humane Education lessons, which work to inspire children and adults to demonstrate compassion and respect towards all animals.
- Prepares humane education materials for schools and other community outreach programs to further the goals of the organization.
- Schedules, trains, and works with humane education volunteers.
- Exhibits punctuality and regular, predictable attendance.
- Cultivates and maintains good working relationships with schools and other organizations.
- Maintains and develops education materials for use in educational settings.
- Keeps accurate records in order to track and report monthly outreach activity.
- Demonstrates a high standard of safety and willingness to comply with all shelter/OSHA safety policies and rules.
- Performs other duties as necessary to help team meet annual goals.
- Assists other departments/staff with special events as needed.

KNOWLEDGE AND SKILL REQUIREMENTS

- Bachelor's Degree, preferably in Elementary Education or related field. Teacher certification preferred.
- Instructional competencies: lesson planning, public speaking, classroom management experience.
- Interpersonal relationship skills to include building alliances with schools and community organizations.
- Passion for and commitment to the welfare of GHS animals and GHS mission.

- Ability to converse and relate to all levels of highly diverse population and age groups.
- Ability to perform well under the pressure of a busy schedule.
- Must be able to work independently a good deal of the time.
- Excellent communication skills.
- Proficient computer skills.
- Valid driver's license and reliable automobile.
- Ability to function well as a team member.

PHYSICAL REQUIRMENTS/WORKING CONDITIONS

- Ability to lift up to 50 lbs.
- Ability to sit, talk, hear, stand, walk, use hands and fingers, handle or operate objects, reach with hands and arms, climb and balance, stoop, kneel, crouch, and crawl.
- Ability to handle stress.
- Ability to use a computer and other standard office equipment.
- Willingness to work flexible hours in a fast-paced setting.