



Charlottesville Albemarle SPCA Job Description

Position: Humane Education and Outreach Coordinator

Job Status: Non-Exempt

Reports to: Marketing Manager

Schedule: Tuesday-Saturday

General Summary: The Charlottesville Albemarle SPCA is seeking a full-time Humane Education Coordinator to join the Education & Training department. We are looking for a motivated and skilled individual with previous experience working with children and pets. The ideal candidate will excel in customer service and communication, will have strong computer skills (MS office, etc.) and will be able to work both independently and as part of team. Specific job responsibilities will include teaching compassion, animal care safety lessons through interactive educational activities for children ranging in age from toddler to teen, scheduling and hosting birthday parties, shelter tours, outbound visits, special events, community service projects and summer camps, supervising humane education staff/volunteers, and managing billing/statistics/inventory related to humane education.

Essential Duties and Functions: Other duties may be assigned

Leadership, Education, and Management

- Responsible for planning, implementing and managing Humane Education programs, which inspire children and adults to demonstrate compassion towards all animals
- Conduct, coordinate, and provide support for assigned humane education, community outreach programs, on and off-site programs, and events
- Regularly teach classes, provide tours, and make classroom presentations
- Establish collaborative working relationships with other CASPCA staff; coordinate their participation to broaden youth programming
- Cultivate relationships with education professionals in public and private educational institutions and community youth programs
- Stay current with progressive education methodology, animal welfare, and child development. Pursue continuing education topics and maintain a strong network of professional humane educators
- Develops timelines, procedures, and program goals. Prepares and submits reports to management as requested. Maintains organized department records use for grant and publications reporting
- Increase team and site member participation and publicity for the Pet Therapy Program. Connects community team members with resources and options for the program
- Schedule and maintain Read to the Paw program at local libraries
- Research new potential humane education and advocacy program

Staff Development

- Recruit and train CASPCA Critter Camp Counselors
- Develop and implement a training program specifically for seasonal camp counselors
- Provide leadership, supervision, coaching and evaluation for staff; promote team work, professionalism, continuing development, and mutual respect

Knowledge, Skills, and Abilities

- Commitment to the mission, values, goals, and success of the CASPCA
- Outstanding communication and interpersonal skills
- Proven ability to develop, implement, and manage programs
- Demonstrated ability to supervise, train, and motivate staff
- Excellent written skills and experience developing curriculums, educational material
- Proven ability to manage a classroom, teach effectively, and comfortably speak before large groups of people

Physical Requirements and Work Environment

- Able to lift and transport material weighing up to 50 pounds
- Ability to handle animals effectively and humanely
- Have a high level of manual dexterity
- The ability to bend, squat, and stand for significant periods of time
- Exposure to disinfectant solutions
- Subject to animal bites and scratches while handling animals
- Consistently exposed to animals and animal allergens under conditions with limited alternatives available
- Ensures a safe work environment; follows all safety guidelines and models safe work practices
- Works cooperatively and respectfully with all customers, employees, and volunteers
- Must be available to work weekends and holidays as deemed necessary

Qualifications

- Bachelor's Degree preferred
- Animal care experience preferred
- Valid Virginia Driver's License
- Must be willing to drive the CASPCA Compassionate Care-A-Van
- Experience and comfort delivering presentations to a variety of age groups

Employee Acknowledgement:

Signature of Employee: _____ Date: _____

Print Name: _____