

Position Title: Humane Educator & Volunteer Coordinator
Department: Humane Society of Greenwood Administration
Classification: Full-Time
Reports To: Executive Director

Summary:

Responsible for promoting humane interactions between pets and people. Teach the community about a variety of humane topics including animal welfare, animal rights, and animal behavior. Coordinate all aspects of Volunteer Program which include recruiting and supervising volunteers, as well as providing direction, coordination and consultation for all volunteer functions.

Essential Duties and Responsibilities:

- a. Develop and present educational programs to a wide variety of community groups, with audiences of varying ages and backgrounds.
- b. Create educational materials for use in presentations. Items may include brochures, banners, posters, workbooks, and other hand out materials. May also be involved with producing videos, taking photos, and creating multimedia presentations used to promote animal welfare and HSOG programs.
- c. Develop new curricula and educational materials as needed. Create and update humane education resource materials.
- d. Present humane education lessons to public and private schools, camps, community groups, civic groups, etc. Attend outreach events and special events as needed.
- e. Bring live animals to participate as a part of the presentation where appropriate (if approved by the venue and if they meet therapy animal requirements).
- f. Function as a resource for other educators, organizations, and the community.
- g. Recruit, supervise, and evaluate volunteers.
- h. Work with managers and supervisors to coordinate use of volunteers in appropriate areas and in outreach programming.
- i. Organize and conduct volunteer orientations.
- j. Design, implement, and keep current volunteer applications, the screening process, and volunteer handbook.
- k. Design, research, and implement ongoing recognition, appreciation, and motivational programming for volunteers.
- l. Responsible for volunteer training and oversight of volunteer training by staff members
- m. Responsible for recognizing, and when necessary, terminating the volunteer relationship of an individual who may not be appropriate for the program.
- n. Maintain records as required to insure that accurate and timely information is available for reports.

- o. Prepare and generate reports on humane education programs.
- p. Assist with reports generated including the annual report, monthly reports, yearly goals, objectives and budgets.
- q. Provide on-site tours of the shelters.
- r. May be required to work some evenings and weekends as needed, depending on schedule and the number of community requests for presentations.
- s. Maintain a high level of communication and work collaboratively with all personnel in a manner that is consistent with company policy.
- t. Perform other duties as necessary.

Job Related and Essential Qualifications:

- a. Prepare reports and maintain an efficient record system
- b. Work well and communicate effectively, both orally and in writing, with the public, fellow employees, students, teachers and volunteers.
- c. Understand and carry out oral and written instructions
- d. Adapt to differing support needs created by varying work styles. Show maturity and good judgment; perform the job in a professional manner and work efficiently under pressure
- e. Originate and execute projects with little supervision
- f. Manage multiple priorities
- g. Work different shifts, weekends and holidays as needed

Knowledge of:

- a. Teaching/Counseling techniques
- b. Current education standards and student needs
- c. Animal Knowledge
- d. Computer applications (Word, PowerPoint, Excel, etc.)
- e. Usage of office equipment (projector, copier, fax machine, telephone, etc.)

Other Essential Qualifications:

- a. *License Required* – Possession of a valid and appropriate South Carolina Driver’s License will be required prior to employment. A valid license must be maintained in the course of employment.
- b. *Physical Demands* – While performing this job, the employee is regularly required to use hands and fingers; handle or feel objects, tools or controls; reach with hands and arms; talk loudly and clearly; and hear. Requires the mobility to stand, walk, sit, kneel, crouch and crawl. Performs work, which includes walking large dogs, lifting, carrying and/or pushing of 25 lbs. or more.
- c. *Working Conditions* – Dealing with an office environment in which the noise level is generally moderate, but on occasion will be high. Operations of a vehicle under all types of

weather and road conditions. In the shelter there is often a very high noise level and possible exposure to parasites and infectious diseases.

Experience and Training:

- a. College degree or equivalent experience in education or related field
- b. Experienced and skilled at public speaking
- c. Strong talent for working with both people and animals
- d. Ability to instruct groups diverse in age, culture, and socioeconomic status, in varied settings
- e. Have strong oral and written communication skills including the ability to author/edit educational materials and to speak in public
- f. Demonstrate flexibility and the ability to work well with people of all ages and backgrounds
- g. Be highly motivated and well organized
- h. Able to function independently
- i. Animal handling care and knowledge needed

This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description does not establish a contract for employment. The Humane Society of Greenwood is an at-will employer.