



Position Description

POSITION: Community Programs Coordinator – KWHS

REPORTS TO: Community Programs Manager (Interim)

SUPERVISES: Program Hosts
Summer Camp Director
Summer Camp Counsellors

The Humane Society of Kitchener Waterloo Humane Society & Stratford-Perth (The Humane Society) is a recognized leader in Animal Welfare. Our mission is to be leaders in animal welfare in our communities focusing on the responsible treatment of animals through education, collaboration, compliance, advocacy and care.

Under the direction of the Community Programs Manager, the Community Programs Coordinator will be primarily responsible for the creation, execution, promotion and supervision of programs and events (Kitchener Waterloo location) that impact the community, ensuring future generations are more responsible pet owners and concerned with the welfare of animals.

This role is contract, full time (40 hours per week) for 12 months, with a possible extension to 18 months.

Principle Accountabilities:

- Oversee and implement the Humane Society's community programs including camps, birthday parties, after school programming, adult programming and community tours
- Take a lead role in the execution of summer camp, including the training of the summer camp director, camp counsellors and CIT volunteers
- Collaborating with the Community Program Supervisor to develop new programming
- Ensure all programming is educational, inclusive, accessible and FUN!!!
- Oversee the pet pantry program out of the Kitchener Waterloo animal centre, including managing partnerships, supporting the sourcing of donations, and fulfilling appointments
- Research, coordinate and attend local community events to spread the word about Humane Society programs and services
- Carry out administrative tasks as needed including printing, laminating, organizing program materials and more
- Train and manage community programs volunteers
- Support staff including birthday party hosts and summer camp staff

Position Requirements:

The following are general descriptions of some of the requirements necessary to carry out the duties and responsibilities of this position:

- Degree or diploma in Recreation and Leisure Studies or other related education is preferred.
- 1+ years working with children
- Experience in program development
- Comfortable handling and working with all types of animals.
- Ability to use positive and effective strategies to maintain classroom management of large groups of children.
- Comfortable and effective in skills of public speaking and in animated delivery of presentations.
- Excellent interpersonal skills to meet/interact with new people daily (i.e. school staff).
- Proficient in full Microsoft Office Suite including PowerPoint, Excel and Publisher.
- Excellent skills in verbal and written communication.
- Able to work on weekdays, evenings and some weekend hours to facilitate educational activities during community events.
- Current police vulnerable sector check.
- Hold a valid Ontario driver's license

Our Community Programs Coordinator role might be the perfect fit for you if you:

- Are an animal advocate and love working with children
- Are creative and enjoy delivering interactive programming for youth, adults, seniors and new Canadians
- Love developing interesting programming that marries school-based curriculum and important animal welfare topics
- Jump at the opportunity to create hands-on learning opportunities for use in schools, camps, events and more
- Are outgoing and energetic (even without coffee!)
- Excel at giving presentations and are comfortable presenting to large groups
- Are a life-long camper at heart – you loved camp and still have your camp shirts at home
- Love a good party – a good kids birthday party that is (and are likely the party planner in your circle of friends)
- Thrive in a fast-paced environment, and can excel at any challenge thrown your way
- Work best when collaborating in a team with volunteers and staff
- Love attending community focused events and speaking to community members
- Are a self-starter who is innovative and team oriented
- Are highly organized – your to do lists are a work of art
- While you may be a kid at heart, you can be depended on to act with a high level of professionalism

Working Conditions:

- Able to attend after hours programs as needed as well as emergencies that may occur after regularly scheduled work hours
- Interact with animals, animal owners, staff, and visitors.
- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including walking, standing, sitting, lifting and supporting animals.

Working at The Humane Society:

- We are a growing team of animal lovers (whether they have fur, scales, shells or feathers!)
- We get things done at a fast pace, and love tackling new and exciting ideas
- We believe in empowering people – we want to empower you to do your job
- We do best when collaborating, and it's important that everyone's voice is heard

Employment Details:

- Contract role for 12 months, with possible extension to 18 months
- Based out of our Kitchener Waterloo animal centre
- Salary of \$34,000-36,000 annually
- Employee Assistance Program
- Access to staff pet food program (discounted retail prices)
- Access to staff veterinary services program
- Bring your pet to work OR enjoy others pets while you work!

If this role is calling your name, we look forward to hearing from you! Please send your resume and cover letter to kathleen.mccaughey@kwsphumane.ca.

The Humane Society warmly welcomes applications from people of all backgrounds and groups. We are committed to a culture of inclusivity and collaboration that celebrates diverse perspectives and voices.