



POSITION TITLE: **Part-Time Community Programs Educator**

Reports To: **Community Programs Manager**

Supervises: **No Direct Reports**

Under the direction of the Community Programs Manager, the Community Programs Educator is responsible for the development and implementation of educational programs to inspire children, youth and, adults to learn through the delivery of established curriculums. Presentations will be at district schools with additional opportunities to engage children in more hands-on active learning activities at community day camps, and community centres as well as our own camps, clubs and field trips.

This position is a **permanent part-time** role. The hours are approximately **16 hours per week** including weekdays, evenings or weekend times. During the summer months, the Community Programs Educator is on an unpaid break, with the exception of occasional attendance at events and festivals.

PRINCIPLE ACCOUNTABILITIES:

- Learn and deliver the established curriculum following the scheduled bookings. Develop new curriculum as programs expand, updating and making revisions to stay current.
- Proper arrival time and care to meet scheduled bookings will be paramount.
- Fulfill administrative tasks as necessary. These include, but are not limited to: correspondence with members of the public, the creation of teaching resources and promotional materials, printing and laminating resources, and purchasing supplies.
- Facilitate bookings, create schedules, develop and implement evaluation processes and remain current with relevant current trends.
- Be a positive advocate of The Humane Society in interactions with teachers and parents on a daily basis.
- Maintain a professional appearance and friendly demeanor at all times.

POSITION REQUIREMENTS:

The following is a general descriptions of some of the requirements necessary to carry out the duties and responsibilities for this position. The Community Programs Educator must have the following attributes and skills, among others:

- Ownership/access to a dog suitable for school visitations.
- Able to work on weekdays, evenings and some weekend hours to facilitate educational activities during community events.

- Knowledgeable on the care of all types of pets; animal welfare issues and passionate about the welfare of animals.
- Comfortable handling and working with all types of animals.
- Comfortable and effective in skills of public speaking and in animated delivery of presentations.
- Ability to use positive and effective strategies to maintain classroom management of large groups of children.
- At least 1 year of experience working with children.
- 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.
- Bachelor of Education Degree, Recreation and Leisure Studies or other related education is preferred.
- Current police vulnerable sector check.
- Access to a vehicle and possess a valid Ontario driver's license.

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.

We are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.