



**Position Title:** Education Coordinator

**Report to:** Manager, Community Programs

**Supervises:** Educators

**Purpose of Position:** Primary responsibility includes the development and implementation of the Humane Society's education program within Waterloo Region and Perth County.

Under the direction of the Manager, Community Programs, the Community Education Coordinator 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 the community in more hands-on active learning activities at day camps, workplaces, events and festivals, and community centres; as well as by supporting our community programming.

This role supports both the Kitchener Waterloo and Stratford Perth locations. It is permanent, full-time at 40 hours per week, consisting of roughly 3 days in classrooms and 2 days outside of classrooms, including weekdays, evenings or weekend times as needed.

**Responsibilities:**

- Develop and implement the Humane Society's education programs, reaching upwards of 30,000 students per year
- Liaise with schools to develop relationships and promote the education program
- Prepare and deliver classroom presentations
- Oversee the school visit schedule including two educators' schedules
- Support the development of curriculum for new and existing community programs, as well as providing in-centre support for programs including day camps, PD Days, Birthday Parties, etc
- Research and implement new educational opportunities through daycares, workplaces, seniors and youth groups etc
- Attend community events and festivals to promote the Humane Society mission, vision and values, as well as to grow awareness for our education and community programs

- Train and manage education volunteers and education animals
- Fulfill office tasks as necessary. These include, but are not limited to: correspondence with members of the public, the creation of teaching resources, printing and laminating resources, and purchasing supplies.
- 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.

### **Qualifications:**

The following are general descriptions of some of the requirements necessary to carry out the duties and responsibilities for this position. The successful candidate should have the following skills:

- Bachelor of Education Degree, Recreation or Leisure Studies, or other related education is preferred.
- At least 1 year experience working with children.
- Ownership/access to a dog or animal suitable for school visitations, and able to pass behavior exam.
- 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.
- 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.
- Holds valid Ontario driver's license.
- Access to a reliable vehicle.
- The successful candidate must provide a satisfactory vulnerable sector police check.
- The successful candidate must be legally eligible to work in Canada.

### **Working Conditions:**

- Extremely fast paced environment.
- Manual dexterity required to use desktop computer and peripherals.
- Regular work week with some evenings and weekends; must be able to attend meetings and events as needed
- Some travel required
- Ability to attend and conduct presentations

**Values:**

The Education Coordinator must demonstrate the ability to work effectively with others (Board members, staff, volunteers, donors, partners, clients, suppliers etc) by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; and, addressing problems and issues constructively to find mutually acceptable and practical business solutions.