



ARLGP Humane Educator – Temporary PT JOB DESCRIPTION

JOB TITLE: Assistant Humane Educator – Temporary/Part-Time

DEPARTMENT: Humane Education Department

ACCOUNTABILITY: Director of Community Engagement

JOB TIME FRAME: November, 2019 – March, 2020

Under the general supervision of the Director of Community Engagement at the Animal Refuge League of Greater Portland (ARLGP), the Assistant Humane Educator will utilize and create opportunities to provide presentations, workshops, camps and outreach for youth and other individuals to promote responsible pet care and motivate humane behavior based on a curriculum of compassion, kindness and responsible pet care.

DUTIES AND RESPONSIBILITIES:

1. Facilitate all aspects of ongoing humane education programs:
 - Organize and conduct classroom presentations in contracted community schools and ARLGP humane education classroom
 - Organize and conduct shelter tour program for outside youth groups/individuals
 - Organize and conduct presentations for youth community organizations
 - Participate in community events to promote responsible pet care
2. Develop and maintain good working relationships with community organizations and schools
3. Independently run ARLGP Birthday Party Programs
4. Independently work with groups of students, teach lessons, give tours, and set up volunteer projects.
5. Assist Humane Educator with camps and programs as needed.

Qualifications:

- College degree in education, animal science or related field preferred
- Experience with animal handling in the past
- Demonstrated ability in oral communication, public speaking and leadership skills
- General knowledge of computers, strong organizational skills
- Possess a valid State of Maine driver's license
- Ability to perform well under pressure with the ability to organize, supervise and motivate participants

- Experience and comfort delivering presentations to a variety of different age groups
- Good interpersonal skills required for working with a variety of individuals and groups
- Ability to effectively communicate the rationale of ARLGP policies and procedures
- Ability to respond to difficult questions and situations in a professional manner
- Willingness to use personal vehicle as transportation when needed
- Ability to work with and handle animals safely

Working Conditions:

Work Environment: Most work is performed in normal shelter setting; Potential for exposure to zoonotic diseases; potential for exposure to dangerous and fractious animals; exposure to high noise levels when in kennel area; potential for animal bites and scratches while handling animals

Physical Activities: Potential for sitting for several hours at a time; climb stairs unassisted, potential for standing on feet and/or walking for 8 hours a day; driving a car; kneeling; walking dogs on a leash.

The employee determines own work sequence within the limits of established policy, practices and procedures. The employee determines own work methods and solves problems utilizing technical/specialized knowledge and/or experience resulting in minimal supervision while work is in progress. The supervisor only intercedes and provides direction for new or unusual problems which involve deviations from normal policies, procedures and work methods.

The employee operates under broad administrative direction and is given responsibility for independently planning, designing and carrying out programs, projects and studies in accordance with ARLGP policies, protocols and standards. The employee keeps the supervisor apprised of progress.

Schedule:

This is a 4 day/week, part-time, temporary position. This position will run approximately November 1st through March 15th. A typical weekly schedule is Friday through Monday, with varying hours within the workday dependent on programming.

To Apply:

Please submit a **cover letter** outlining your qualifications, reasons for pursuing a career in animal welfare and salary requirements, along with your **resume** to **jobs@arlgp.org** with the subject "Humane Educator."

The ARLGP will review applications and resumes solely for posted positions and, due to the significant interest in our job openings; follow-up communication is limited to candidates who meet the posted qualifications. If you have not been contacted within a month of application, you may assume that you have not been selected as a candidate. Due to the volume of interest in our positions, no calls please.