



JOB TITLE: Humane Education Manager

DEPARTMENT: Humane Education

ACCOUNTABILITY: Director of Community Engagement

Under the general supervision of the Director of Community Engagement at the Animal Refuge League of Greater Portland (ARLGP), the Humane Education Manager will utilize and create opportunities to engage with youth, schools, organizations, families and community members to promote responsible pet care, compassion, kindness and humane behavior to further our life-saving mission.

DUTIES AND RESPONSIBILITIES:

1. Create and facilitate all aspects of ongoing humane education programs:
 - Provide ongoing administration and execution of education programs for students and community youth, consisting of (but not limited to): summer camp, vacation camp, toddler story time, after-school clubs, specialized events, workshops and activities.
 - Develop and seek new educational opportunities, events and activities to engage with community youth.
 - Organize and conduct classroom presentations in contracted community schools and ARLGP in-shelter classroom.
 - Organize and conduct shelter tour program for outside groups/individuals.
 - Organize and conduct presentations for community organizations.
 - Participate in community events to promote responsible pet care and ARLGP's mission.
 - Stays current with progressive teaching methodology. Pursues continuing education related to humane topics and maintains a strong network of professional humane educators.
 - Works with animals of varying size and temperament, handling individual animals in a caring and respectful manner.
 - Ensures that educational programs are culturally sensitive and applicable to the needs of the community. Addresses sensitive issues within the education setting with highest degree of discretion, judgement, empathy and professionalism.
 - Adheres to the shelter disease management and safety precautions on an ongoing basis

2. Work with the Director of Community Engagement to:
 - Assess organizational needs and appropriate target populations; design, improve or tailor programs and materials to meet those needs as warranted.
 - Continuously monitor and evaluate the success of the humane education program and implement changes as necessary.

- Work within the humane education budget finding creative solutions to financial constraints and opportunities for financial growth.
 - Develop and cultivate a curriculum that may be used by the organization, as well as teachers and students to reinforce humane education.
3. Oversee and manage departmental staff: create schedules, assignments and workload of two humane educators. Set team expectations and monitor growth and progress of achieving departmental goals. Provide coaching and mentoring to support department growth and unification.
 4. Develop and maintain good working relationships with community organizations and schools
 5. Provide assistance to community groups, students, educators and the general public seeking information on animal related issues
 6. Maintain a library of educational materials (books, slides, visual aids, etc.) for classroom use and other educational opportunities
 7. Assist other departments/staff with special events, community events as needed and all other duties as assigned

QUALIFICATIONS:

Mandatory:

- College degree
- Experience working with youth in a teaching/administrative role
- Experience managing, mentoring and cultivating team members
- 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
- Ability to work early mornings, late nights, and weekends as needed

Strongly desired:

- College degree, education-based
- State of Maine teaching certification or education technician certification
- Extensive knowledge and understanding of sheltering practices, prior shelter/nonprofit organization experience, experience with animal behavior and handling

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.

Schedule: 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.

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.