



ARLGP Humane Educator/Camp Counselor – Temporary PT JOB DESCRIPTION

JOB TITLE: Humane Educator/Camp Counselor– Temporary/Part Time

DEPARTMENT: Humane Education Department

ACCOUNTABILITY: Humane Education Manager

JOB TIME FRAME: June 15-August 25, 2023
*Camp will not be in session 7/3-7/7, this time will not be compensated

SCHEDULE: 9a-3:30p (Tues-Thurs), not to exceed 20 hours weekly

Under the general supervision of the Humane Education Manager at the Animal Refuge League of Greater Portland (ARLGP), the Humane Educator/Camp Counselor will utilize and create opportunities to provide presentations, workshops, camps and outreach for youth enrolled in weekly summer camp sessions that promote responsible pet care and motivate humane behavior based on a curriculum of compassion, kindness and responsible pet care.

DUTIES AND RESPONSIBILITIES:

1. Assist Humane Education team with facilitating daily activities, presenting curriculum & field trip excursions during summer camp programming.
2. Assist Humane Education team with general supervision of the children enrolled in weekly camp sessions.
3. Be actively engaged with the children in our care while modeling kind and compassionate behavior.
4. Be comfortable with and possess the ability to safely handle animals of different species on a daily basis.

Qualifications:

- Past experience working with children of different ages and abilities
- Experience with animal handling in the past, ability to safely handle animals
- Demonstrated ability in oral communication, public speaking and leadership skills
- General knowledge of computers, strong organizational skills
- Current CPR/First Aid Certification or the ability to obtain prior to employment
- Ability to perform well under pressure with the ability to organize, supervise and motivate participants
- 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
- COVID-19 vaccination required

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 3 day/week, part time, temporary position. This position will run approximately June 15th-August 25th, 2023. A typical weekly schedule is Tuesday, Wednesday, Thursday, 9am-3:30pm. Not to exceed 20 hours per week.

Please note, camp will not be in session for the week of July 3rd-7th. This time will not be compensated.

To Apply:

Please submit a **cover letter** outlining your qualifications, 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.