**Coulee Region Humane Society**

**JOB DESCRIPTION**

Title: Humane Education Assistant– part-time

Reports to: Community Engagement Coordinator

**PURPOSE OF THE JOB**

 This is a part time position with the Humane Education Department at The Coulee Region Humane Society, with responsibility to ensure that children and adults attending education events have a safe, fun, and educational experience. This involves leading tours, and other educational events at the shelter, as well as conducting off-site educational presentations.

**JOB RESPONSIBILITIES**

* Lead tours of the shelter, birthday parties, and other education events for members of the community on your own or with volunteers, including set up and clean up time.
* Develop and Lead on-site humane education programs for children like Crafts for Critters and the PAWZ Academy Mini-Camps.
* Complete off-site presentations and attend kid-focused events as a CRHS representative.
* Supervise the safety of education participants at all times.
* Mentor and support local elementary, high school, and college students interest in fulfilling projects by working with CRHS as needed.
* Help maintain the health and welfare of animals involved in educational activities.
* Teach and supervise participants according to the written program plans, including games, crafts, and animal interactions, to ensure they have a fun and educational experience.
* Provide critical and timely feedback to the Community Engagement Coordinator after each event.
* Maintain a clean and organized environment wherever activities are held.
* Perform activities in support of humane education goals.
* Attend weekly meeting with the Community Engagement Coordinator
* Monthly number reporting and monthly board reports to be sent to Community Engagement Coordinator.

**QUALIFICATIONS/REQUIREMENTS**

* High school diploma or equivalent and education/classroom experience
* Experience with children and animals preferred.
* Practical knowledge of domestic animals and confidence handling animals, including snakes, rats, lizards, and guinea pigs (can be developed on the job).
* Must have own transportation to the main shelter location and other off-site educational programs in La Crosse County and the surrounding area, a valid driver’s license and proof of car insurance.
* Flexibility in scheduling, as well as ability to be flexible during events and make changes as needed.
* Excellent public relations and communication skills, and must be comfortable speaking and leading activities for large groups.
* Must be available on weekends and evenings (work not required every weekend)
* Working knowledge of educational techniques and principles.
* Acquire and possess a thorough understanding and dedication to the philosophies of animal welfare and The Coulee Region Humane Society (can be developed on the job)
* Annual health examination required for each employee-owned cat or dog.
* Current rabies and distemper vaccinations, as advised by a veterinarian, for each employee-owned cat or dog.
* Current annual dog or cat license, if required by the employee’s municipality of residence, for each employee-owned cat or dog.

Work Environment

* Working conditions include:
* Possible exposure to dangerous, diseased, frightened and injured animals.
* Possible exposure to potentially harmful chemicals and drugs.
* Emotional demands include euthanasia, animal abuse, and animal neglect.

Physical requirements:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential function of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk and hear.  The employee must occasionally lift and/or move up to 25 pounds.  Specific vision requirements in close vision and the ability to adjust focus.

**Deadline:**

Please submit résumé and cover letter as PDFs to Erin Olson, CRHS Community Engagement Coordinator, via email at erin.olson@couleehumane.com.

Hours: 25 hours/week - Days/Evenings/Hours Vary

Compensation: Based on Experience