



Humane Education Coordinator

Marin Humane is an equal opportunity, non-profit employer. Our mission is to transform lives through exceptional animal care, humane education, and advocacy. Every day, we inspire compassion and positive relationships between animals and people. Our Core Values are Dedication to Animals, Collaborative Spirit, Courage with Compassion, Pursuit of Learning, and Celebrating Differences.

SUMMARY OF POSITION: The Humane Education Coordinator is responsible for programs and information reaching people of all ages concerning the welfare of animals consistent with the mission, philosophy and values of Marin Humane. They are accountable for accomplishing department goals, working collaboratively with internal and external stakeholders and supporting the mission, goals and philosophy of Marin Humane. The Humane Education Coordinator is an exemplary educator with the ability to successfully represent the organization to a variety of audiences in the community.

ACCOUNTABILITY: Community Engagement Director

HOURS: 40 hours/week - including weekend and evening hours when required.

Schedule: September – May: Tuesday – Saturday; June – August: Monday – Friday

SALARY: \$23.46/hr to \$26.07/hr (.50/hr Spanish speaking differential) – Non-exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

COORDINATE AND TEACH HUMANE EDUCATION PROGRAMS

- Coordinate all classroom, library and shelter education programs
- Schedule and host humane birthday parties
- Organize and supervise after school, student intern, and student volunteer programs
- Oversee youth community service/learning projects
- Develop and evaluate education curricula, programs, and resources
- Coordinate and teach a yearly multi-week summer and one day Humane Camps
- Develop opportunities and oversee educational workshops and seminars
- Promote and guide advocacy issues as related to current education programs
- Reviewing, evaluating and updating the program to stay current with best practices
- Assist with preparation of and adhere to annual department budget and provide reports to department director as needed

COMMUNITY ENGAGEMENT

- Research audiences to target appropriate education programs
- Ensure community awareness of education programs
- Continue to keep current of trends, standards and practices of Humane Education
- Represent Marin Humane at educational events throughout the community

VOLUNTEER MANAGEMENT

- Train, schedule and supervise Humane Education volunteers
- Provide ongoing education and support to Humane Education volunteers

CUSTOMER SERVICE

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- Understand, support, and articulate organization's policies and philosophies to the public in a positive and effective manner
- Promote and emulate exemplary customer service by providing courteous, prompt and responsive service to internal and external customers
- Foster teamwork, creativity and a work culture aligned with Marin Humane mission and values

SAFETY AND SECURITY

- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer’s safety policies and rules
- Must be willing to report safety violations as well as potential safety violations to appropriate supervisory or management personnel
- Maintain appropriate files and records as assigned
- Adhere to the files and records retention policies and procedures

DESIRABLE QUALIFICATIONS:

An ideal candidate will possess the following knowledge, skills and abilities:

- Strong knowledge of companion animals, their care and animal welfare issues
- Experience teaching school age children and adults
- Strong desire to work with children and respect for their needs
- Ability to lead and participate in children’s activities
- Experience training and supervising volunteers
- Familiarity with age appropriate education curricula and mandates
- Strong organizational, writing and communication skills
- Ability to independently manage multiple tasks in a fast paced environment
- An understanding of and commitment to the humane ethic
- Creative thinker who is passionate about improving the lives of animals
- Excellent internal and external customer service skills
- Proficiency with Microsoft Office Suite, Google Drive and related Apps and general computer skills
- Candidate must undergo a background check and pre-employment physical

EDUCATION AND EXPERIENCE: A typical way of gaining the necessary knowledge, skill and ability outlined above is: Bachelor’s Degree with at least two years of educational programming and/or teaching experience; experience in training and managing volunteers; or a combination of education and experience.

Possession of a valid California drivers license and good driving record.

Background check at Marin Humane’s expense

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

- The employee must occasionally lift, move pull and/or push up to 40 pounds
- While performing the duties of this job, the employee is regularly required to sit, stand or walk, and talk or hear
- This position involves a regular amount of repetitive motion of hands and wrists
- The employee is occasionally required to reach with hands and arms out from body, grip and/or grasp with hands, bend at waist, stoop, squat and kneel
- The employee should have skills to occasionally handle and care for a variety of animal species and have no allergies to animals that would prevent him/her from performing the duties as required

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- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, ability to adjust focus and distinguish color
- Ability to safely drive a motor vehicle transporting children to offsite events as required

I have read and understand the physical demands that must be met by an employee to successfully perform the essential functions of this job. I confirm that I will be able to safely perform the physical demands as listed _____

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment can be loud
- Willingness to work outside normal business hours
- While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles (i.e. pet dander), and toxic or caustic chemicals
- The employee regularly works in a variety of environments including outdoors and indoor spaces and will be exposed to elements consistent with these environments

I have read and understand the work environment that is representative of those an employee may encounter while performing the essential functions of this job _____

BENEFITS:

FULL-TIME EMPLOYEES (AT LEAST 30 HOURS/WEEK):

- Medical/Vision Plan
 - Kaiser HMO
- Chiropractic coverage
- Dental Plan
 - Includes Orthodontia for dependent children
- Domestic Partner Coverage available (Medical and Dental Plans)
- Life Insurance
- Long Term Disability Insurance

ALL REGULAR EMPLOYEES (AT LEAST 20 HOURS/WEEK):

- Section 125 Cafeteria Plan
- Employee Assistance Program
- 403(b) Retirement Plan
- Fitness Reimbursement Plan
- Long Term Care Insurance
- Paid Holiday
- Paid Vacation
- Sabbatical Leave

ALL EMPLOYEES (INCLUDING PART-TIME AND TEMPORARY):

- Paid Sick Leave

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Marin Humane reserves the right, at any time with or without notice, to alter or change job responsibilities, reassign or transfer employees, or assign additional job responsibilities. This job description does not constitute a written or implied contract of employment. Marin Humane is an equal opportunity employer.

ACKNOWLEDGEMENT & RECEIPT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description.

PRINT NAME

SIGNATURE

DATE

**To apply, please use the following link to create an applicant account,
complete application and upload a resume**

<https://secure.saashr.com/ta/i.MHS.careers>