**The Humane Society of Southern Arizona**

**Job Description**

**Title:** Children’s Programs Coordinator

**Department:** Education and Outreach

**Reports to:** Director of Education and Outreach

**Salary Level:** 3 (non-exempt) $15.50

**Job Purpose:**

Assists in the facilitation of the Education and Outreach Department’s programs for children. Presents educational programs at schools, churches, fairs, public events, etc. Acts as a resource and informational contact for HSSA staff, children, educators and community members. Develops and revises curriculum for on-site programs and school programs as needed.

**Essential Duties and Responsibilities:**

* Serve as the coordinator to the Hand in Paw children’s club.
* Schedule and supports with school presentations, diversion classes, summer programs, HIP Club events, speaker’s bureau and other outreach programs as needed.
* Expand the Hand-in-Paw program by reaching out into the community and marketing to reach new members.
* Organize on-site or off-site events/programs for child members of the Hand-in-Paw Kids Club as well as adult speaking engagements.
* Maintains and meets Marketing deadlines to promote the education events and outreach.
* Works with the Education and Outreach staff to recruit youth volunteers and docents for education events and programs.
* Seeks out new and innovative venues with local businesses and organizations to promote HSSA services, events and programs.
* Process all HIP memberships and mail out member packets and renewals.
* Must stay in regular contact with children and families enrolled in the Hand-In-Paw Club and other child-related programs, organize events and educational experiences for same, create virtual opportunities for children, and work to recruit new children into Humane Society programs.
* Address school classes, youth groups, speaker’s bureau and other organizations on a variety of topics.
* Correspond with a variety of organizations and interested persons via mail, phone, email, Internet or media.
* Assist Education and Outreach staff with other activities as needed (i.e., events, and administrative duties).
* Create summer camp and daylong workshops curriculum promoting the HSSA’s pillars.
* Develop and create curriculum for humane education programs that are geared to K-8th grade.
* Commit to self-education and professional development to stay current on best practices and effective education models at fellow animal welfare organizations.
* Perform customer service to the standards set forth in HSSA’s employee manual.
* Assist the Associate Director of Education and Outreach in preparation of the annual budget and meeting the budgetary expectations.
* May train and supervise volunteers for education functions.
* May drive company vehicle in performance with company business.
* Perform other duties as necessary.

**Working Conditions:** Work is performed at an animal shelter in an office space and off-site locations. Potential exposure to zoonotic diseases, animal bites and scratches. Potential exposure of infectious diseases to owned animals. Exposure to high noise levels when in kennels.

**Performance Factors and Necessary Skills:**

* **Communication and Contact:** The Children’s Programs Coordinator must communicate effectively both verbally and in writing with superiors, colleagues,

and volunteers and has tact and above average interpersonal skills communication and customer service skills as well as excellent telephone etiquette and considerable knowledge of English, spelling, punctuation and grammar. The Children’s Programs Coordinator must be organized and able to direct volunteer assistance.

1. **Attendance and Dependability:** The Children’s Programs Coordinator can be depended on to report to work at the scheduled time and is seldom absent from work and can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
* **Relationships with Others:** The Children’s Programs Coordinator works effectively and relates well with others including supervisors, donors, colleagues, and individuals inside and outside of HSSA and exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

**Skills:**

The Children’s Programs Coordinator must be able to address large groups of people of various ages and backgrounds on the subject of humane behavior toward animals and people. They must have experience and knowledge of classroom procedures and be able to implement established curriculums (age kinder through college levels) and develop new curricula as needed. They must also be able to speak intelligently on a wide range of animal welfare issues and provide thoughtful answers when questioned.

* Must have in-depth knowledge of the work of all the departments of HSSA.
* Must have knowledge of public relations and advertising.
* Must have strong writing and creative skills.
* Must have excellent interpersonal skills.
* Must have a basic knowledge of computers and be able to type proficiently.
* Must be highly organized and efficient in his / her ability to gather, organize and disseminate information on a variety of topics.
* Must be able to perform simple business mathematics.
* Must be able to remain focused and disciplined on his / her duties for HSSA.
* This position requires a person who is flexible; willing to work evening and weekends as needed, and has an enthusiasm for new experiences.

**Qualifications/Educational Background:**

* BA or BS in Education, Childhood development, Animal Sciences or related field of study with 2 years customer service experience and/or 3 years office experience.
* Should have teaching or classroom experience.
* Experience working with children and adults.
* Possession of a valid Arizona driver’s license and driving record acceptable to HSSA insurance carrier.
* Must maintain the DES fingerprint clearance card background check.
* First Aid & CPR infant/child and adult certified
* Must be fully vaccinated for COVID-19

This job description is not intended to be an exhaustive list of all duties, responsibilities, skills, efforts or working conditions or qualifications associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise or to require that other or different tasks be performed when circumstances change, for example, emergencies, changes in personnel, workload, rush jobs, or technological breakdowns in departments.

**Acknowledgement & Receipt**

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

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*Employee Signature Date*

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