

**Charleston Animal Society (CAS)**  
**JOB DESCRIPTION: Humane Educator**

<b>Dept./Division:</b>	Education
<b>Title:</b>	Humane Educator
<b>Supervisor/Title:</b>	Director of Humane Education
<b>Direct Reports:</b>	No direct reports
<b>Working Relationships</b>	Staff, Directors, Senior Staff, Constituents, Volunteers, Youth Volunteers, Classroom Teachers, VSI researcher, Teachers
<b>Compensation:</b>	Exempt; Full-time, commensurate with experience and qualifications.
<b>Job Summary:</b>	The Humane Educator will lead education outreach and programs on behalf of Charleston Animal Society. The Educator is responsible for the design and implementation of educational opportunities that promote animal welfare, compassion, and empathy that support the mission of Charleston Animal Society.
<b>Key Responsibilities:</b>	<p><b>Educational Program Design and Implementation 85%</b></p> <ul style="list-style-type: none"> <li>• Oversee all scheduling, organizing, room set up/clean up, lesson planning and implementation of education programs, including day camps, youth engagement programs, offsite presentations, birthday parties, Girl Scout workshops, field trips and educational shelter tours.</li> <li>• Plan, organize, and supervise winter, spring and summer BARK Camps.</li> <li>• Supervise the safety of education program participants and animals.</li> <li>• Recruit, train and supervise education, classroom animal and animal visitor volunteers with a goal to maintain a pool of loyal, consistent volunteers to draw upon throughout the year.</li> <li>• Develop and maintain volunteer job descriptions for education programs and services.</li> <li>• Provide high-level customer service to community members interested in education programs.</li> <li>• Build a network of community leaders, business partners, teachers and parents that promote education opportunities at CAS and support programs as participants or presenters.</li> <li>• Commit to self-education and professional development to stay current on best practices and effective education models at fellow animal welfare organizations.</li> <li>• Make recommendations to leadership to create new education opportunities, revise current programs or discontinue offering certain programs that are not meeting goals.</li> <li>• Track education budgets and ensure financial goals are met.</li> <li>• Work with direct supervisor to develop an annual plan with specific objectives, goals, proposed schedule, budget projections and evaluation strategy.</li> <li>• Provide care for classroom animals at the shelter.</li> </ul> <p><b>Development, Marketing and Stewardship 15%</b></p> <ul style="list-style-type: none"> <li>• Provide stories, budget goals and revenue, and program descriptions to coworkers for grant, major gift and sponsorship proposals.</li> <li>• Provide program evaluations and results for reporting to education program donors.</li> <li>• Attend donor visits and events as requested.</li> <li>• Recognize youth donors by greeting donors and writing thank you cards and social media posts.</li> <li>• Advertise education programs on social media and other marketing outlets</li> </ul> <p><b>Additional Job Duties As Needed</b></p> <ul style="list-style-type: none"> <li>• Represent CAS at the highest level in public speaking engagements and presentations as requested.</li> <li>• Attend CAS major events and public relations activities when additional staffing or the Educator's specific skills are needed.</li> <li>• Collaborate with colleagues on special projects as assigned to foster a culture of philanthropy.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• College degree in education or related field</li> <li>• Excellent written and verbal communications skills.</li> <li>• Experience leading a team or working in a leadership role.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience with Microsoft Office products and an understanding of database systems.</li> <li>• Experience posting to social media for professional organization desired.</li> <li>• Positive attitude and ability to remain enthusiastic through the day.</li> <li>• Acquire and possess a thorough understanding and dedication to the philosophies of animal welfare.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</li> <li>• Classroom teaching, or related child development</li> <li>• Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.</li> <li>• Animal handling experience</li> </ul>
<u>Additional Requirement:</u>	<ul style="list-style-type: none"> <li>• Valid driver's license required and must have excellent driving record.</li> <li>• Travel throughout Charleston County to schools/visits.</li> <li>• Must be self-guided individual requiring minimal supervision.</li> <li>• Physical requirements include, but are not limited to, walking, standing and moving of equipment and animals (ability to lift 50 pounds).</li> </ul>
<u>Schedule:</u>	Full-Time; 40 hours Tuesday- Saturday per week with flexible hours
<u>Working Area:</u>	Charleston Animal Society and venues for visits throughout Charleston County and beyond.

Job Description Approved by:  
Acceptance:

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Position Authorized by:

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Employee Review &

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Date: \_\_\_\_\_

Date: \_\_\_\_\_

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