

Charleston Animal Society (CAS)
JOB DESCRIPTION: Humane Educator

<u>Dept./Division:</u>	Education
<u>Title:</u>	Humane Educator
<u>Supervisor/Title:</u>	Director of Humane Education
<u>Direct Reports:</u>	No direct reports
<u>Working Relationships</u>	Staff, Directors, Senior Staff, Constituents, Volunteers, Youth Volunteers, Classroom Teachers, VSI researcher, Teachers
<u>Compensation:</u>	Exempt; Full-time, commensurate with experience and qualifications.
<u>Job Summary:</u>	The humane educator will lead education outreach and programs on behalf of Charleston Animal Society. The educator is responsible for designing and implementing educational opportunities that promote animal welfare, compassion, and empathy and support the organization's mission.

<p><u>Key Responsibilities:</u></p>	<p>Educational Program Design and Implementation</p> <ul style="list-style-type: none"> • Oversee scheduling, organizing, room set up/clean up, lesson planning and implementation of education programs, including day camps, youth engagement programs, offsite presentations, birthday parties, scout workshops, field trips, etc. • Develop and present educational programs to a wide variety of audiences of varying ages and backgrounds. • Ensures that educational programs are culturally sensitive and applicable to the needs of the community. Addresses sensitive issues within the education setting with the highest degree of discretion, judgment, empathy, and professionalism. • Establishes and maintains cooperative and effective working relationships with other staff, volunteers, and community members. • Supervise the safety of education program participants and animals by adhering to Charleston Animal Society procedures and policies. • Provide high-level customer service to community members. • Commit to self-education and professional development to stay current on best practices and effective education models at fellow animal welfare organizations. • Make recommendations to leadership to create new education opportunities, revise current programs, or discontinue offering certain programs that are not meeting goals. • Track education budgets and ensure financial goals are met. • Work with direct supervisor to develop an annual plan with specific objectives, goals, proposed schedule, budget projections and evaluation strategy. • Assist with the care, training, and enrichment of the education Animal Ambassadors • Attend community events as appropriate to spread awareness, recruit volunteers, and educate families. • Perform general office work, such as filing, processing paperwork, maintaining data, generating reports, maintaining program inventory, ordering necessary supplies, and other administrative duties. • Provide stories, budget goals/revenue, and program descriptions and evaluations to coworkers for grant, major gift and sponsorship proposals. <p>Additional Job Duties As Needed</p> <ul style="list-style-type: none"> • Represent CAS at the highest level in public speaking engagements and presentations as requested. • Attend CAS major events and public relations activities when additional staffing or the Educator's specific skills are needed. • Collaborate with colleagues on special projects as assigned to foster a culture of philanthropy. <p>Working Conditions:</p> <ul style="list-style-type: none"> • Frequent interaction with children. • By nature of the industry, you will be exposed to different types of animals.
<p><u>Qualifications:</u></p>	<ul style="list-style-type: none"> • College degree in education or related field, preferred. • Excellent written and verbal communication skills. • Ability to work individually, as well as part of a team. • Experience with Google Workspace and content creation applications (such as Canva, Photoshop, Prezi, etc.) • Ability to remain enthusiastic throughout the day. • Acquire and possess a thorough understanding and dedication to the philosophies of animal welfare, wellbeing, and behavior. • Classroom teaching, or related child development

	<ul style="list-style-type: none"> • Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. • Animal handling experience • Passion for education and youth development, with a commitment to providing high-quality learning experiences for participants.
<u>Additional Requirement:</u>	<ul style="list-style-type: none"> • Valid driver's license required and must have excellent driving record. • Travel throughout Charleston County to schools/visits. • Must be self-guided individual requiring minimal supervision. • Physical requirements include, but are not limited to, walking, standing and moving of equipment and animals (ability to lift 50 pounds).
<u>Schedule:</u>	Full-Time; 40 hours Tuesday- Saturday per week with flexible hours <ul style="list-style-type: none"> • Limited PTO during seasonal busy periods (i.e. summer camps, holiday programs, etc.)
<u>Working Area:</u>	Charleston Animal Society and venues for visits throughout Charleston County and beyond.

Job Description Approved by:
Acceptance:

Position Authorized by:

Employee Review &

Date: _____

Date: _____

Date: _____