



**Job Title:** Humane Education Coordinator

**Reports to:** Community Outreach Manager

**FLSA Status:** Hourly, Non-Exempt

**Employment Status:** Full-time Regular

**Oversees/Manages:** Humane Education Volunteers

### **Summary of Responsibilities**

The Humane Education Coordinator is a key member of a talented and dynamic Community Outreach and Engagement Team. The Humane Education Coordinator develops and oversees adult and youth education programs, presenting in a variety of settings such as at the Lisa Mitzen Animal Care Center in Menands, NY; at local schools, clubs, and associations; and at community and organization events. The person in this role is responsible for planning, developing, implementing, presenting, and evaluating the Humane Education program, ensuring the program promotes responsible pet ownership, compassion, and animal advocacy.

### **Essential Duties**

- Understands diversity is a strength, equity is non-negotiable, inclusion is our obligation, and embodies this understanding in all interactions with internal and external stakeholders
- Researches, develops, updates, and implements a variety of humane education programs to educate the community about animal welfare and the MHHS mission and programs, such as teacher in-service trainings, seminars, workshops, and day camps
- Manages master calendar of humane education programs, coordinating with Marketing staff to ensure timely communications and promotions
- Delivers presentations in person and virtually to schools, youth groups and community organizations and coordinates humane education outreach efforts
- Creates and distributes general humane education materials, ensuring that presentations, curricula, and public-facing materials are in accordance with the organization's missions and core values
- Collaborates with Volunteer Coordinator, Executive Assistant, and department Specialists to support youth and education-related programs for volunteers, interns, and workforce development partners
- Maintains general working knowledge of NYS laws regarding children's camps, permitted working and volunteering hours for minors, and child safety
- Prepares and submits operational reports and program recommendations to department Director and Executive staff as required, including data regarding enrollment/utilization, expenses/income, and evaluation techniques
- Handles animals as necessary to conduct educational programs, in accordance with MHHS' safe animal handling procedures
- Responds to inquiries from classroom teachers, parents, and members of the general public; manages ongoing relationships with key humane education program partners
- Oversees the activities of volunteers and Humane Education staff, as appropriate
- Demonstrates a team-oriented attitude that fosters enthusiastic support for staff, volunteers, and public
- Other duties as assigned

**Qualifications**

- Prior Experience: Two years of consistent work experience (one year of work experience may be substituted by an associate or bachelor's degree in a relevant field); experience working with children preferred
- Education: High school diploma or GED required; college or technical degree preferred
- Credentials: No specific credentials required
- Hard Skills: Classroom management; best practices in animal shelter husbandry and enrichment; leadership and supervision; basic computer literacy and familiarity with Microsoft Office Suite
- Soft Skills: Excellent emotional regulation; empathy; conflict resolution; strong communication; team focus; flexible and creative problem solving; decisiveness; dependability; organization; time management
- Availability: Sunday 8:30-4:30 pm, and Monday through Thursday 10:00-6:00 pm; this is an in-person position with no expectation of remote work allowances

**Physical Requirements**

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

- Use hands and fingers, talk and hear
- Stand, walk, sit, reach with hands and arms, and stoop, kneel, or crouch
- Lift and/or move up to 40lbs
- See clearly, with or without corrective lenses, up close, at a distance, peripherally, and perceive depth and color

**Working Conditions**

- Working hours are subject to change based on the needs of the organization
- Alternate schedules, nights, and holidays may sometimes be required
- Work will take place in a variety of environments including medical offices, administrative offices, operational areas, and offsite, including outdoors
- The noise level in the work environment is usually moderate, and hearing protection is available where noise exceeds acceptable levels
- While performing the duties of this job, the position will be exposed to animal odors, animal wastes, chemical cleaning agents, and airborne particles

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Employee Print Name

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Employee Signature

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Date