



Tony La Russa's
**Animal
Rescue
Foundation**

Job Title: Humane Education Specialist
Reports to: Humane Education Manager
Department: Community Programs
FLSA Classification: Non-Exempt
Updated: July 2019

Core Values

- Open
- Driven
- Educator's Spirit

Strategic Anchors

- Save Lives
- Inspire Learning
- Connect Hearts

Summary:

Provide service delivery for Humane Education programs to include birthday parties, scout tours, learning center programs, Camp ARF, and teen and junior volunteer programs. Ensure that all aspects of service delivery are carried out in a professional manner and in accordance with established curriculum.

Principal Duties:

- Facilitate all aspects of birthday parties, scout programs, learning center tours and other humane education programs including service delivery, statistic tracking, and supervision/inclusion of volunteers. May include program scheduling as needed.
- Assist with coordination and facilitation of after-school programming including teen and junior volunteer programs.
- Implement aspects of Camp ARF including service coordination and delivery, curriculum review, activity planning, inter-departmental coordination and parent/guardian relations.
- Assist in Camp Counselor and Junior Counselor training.
- Ensure volunteers supporting birthday parties, learning center tours, and Camp ARF are properly trained, oriented and equipped by providing training as necessary.
- Monitor program materials and updates as necessary.
- Maintain and report statistics and data which accurately reflect the numbers of program participants.
- Assist with Humane Education administrative tasks as needed.
- Maintain the confidentiality of all information.

- Perform other duties as assigned.

General Requirements:

- Always promote a humane and caring attitude toward all animals and people.
- Perform duties in a manner, which encourages attainment of goals, contributions and business for ARF and its programs.
- Follow established Child Abuse and Neglect policy
- Follow safe driving practices and obey all traffic laws when driving for ARF business.
- Follow established procedures governing safe work practices; to perform duties in manner which assures the safety of oneself and others. This may include, but is not limited to, wearing protective clothing and/or equipment when necessary.
- Perform duties in a manner which encourages contributions and business for Tony La Russa's Animal Rescue Foundation.
- Always treat people and animals with respect, contribute to effective teamwork, promote staff cooperation, and foster public relations beneficial to Tony La Russa's Animal Rescue Foundation.

Physical/Environmental Requirements:

- Work environment includes constant exposure to animals and animal allergens.
- Lift and move objects and animals weighing up to 50 pounds for short distances and to humanely restrain animals when necessary.
- Kneel, bend, stoop, squat, reach above and below shoulder level, grasp and turn objects, stand, and/or walk frequently and repetitively throughout each shift.
- Tetanus and Rabies inoculations are required or must be waived.
- Flex the neck upward and downward; twist the neck and the waist.
- Sit for long or short periods of time using a computer.
- Drive an automobile.

Educational Requirements:

Two or Four-year college degree or actively working towards a degree. Qualifying work experience will be considered as an alternative; on the basis that one-year of experience may be substituted for one year of education.

Experience, Abilities and Qualities Required:

- Experience working with children in camp or classroom environment.
- Excellent customer service and communication skills whether by phone, email or in person.
- Proven ability to work with, lead, supervise and evaluate volunteers.
- Strong initiative, facilitation, organization, communication and project management skills.

- Affection for animals, concern for their welfare and a willingness to accommodate animals in the work place.
- Cat and dog handling skills.
- Maturity, good judgment and professional personal appearance.
- Experience working with a culturally diverse staff, volunteer and community.
- Must have a valid California Driver's License and must not have more than two at-fault incidents in a three-year period and no major at-fault violations in the last ten years, and must be insured.
- Must be able to successfully pass a background check.

Hours:

15-20 hours per week, weekday afternoon and weekend work required. Daily reporting hours and days of the week may vary according to the needs of the department.

Starting Rate: \$15.00 per hour

To Apply: An employment application is available for download on ARF's career home page at <https://www.arflife.org/careers>. To apply for this job, please send your employment application, cover letter and resume to spaul@arflife.org, or fax to (925) 977-9079, or mail to "ARF Jobs, 2890 Mitchell Drive, Walnut Creek, CA 94598".