



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

Job Title: Humane Education Assistant
Reports to: Humane Education Supervisor
Department: Humane Education
FLSA Classification: Non-Exempt
Updated: November 20, 2018

Core Values

- Open
- Driven
- Educator's Spirit

Strategic Anchors

- Save Lives
- Inspire Learning
- Connect Hearts

Position Summary:

Assist Humane Education staff in programming such as birthday parties, animal compassion tours, and other humane education programs.

Principal Duties:

- Lead Birthday Parties, Animal Compassion Tours, and other humane education programs.
- Assist with Humane Education events and ARF Signature events as needed
- Maintain the confidentiality of all information.

General Duties:

- 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.
- Perform duties in a manner, which encourages attainment of goals, contributions and business for ARF and its programs.
- Always promote a humane and caring attitude toward all animals and people.
- Perform other duties as assigned.

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 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.

Educational Requirements:

Attends high school or is actively working towards a GED, or has a high school diploma or equivalent certification.

Experience, Abilities and Qualities Required:

- Enjoy working with people of all ages, and animals.
- Comfortable with public speaking and presentations to groups of various sizes.
- Experience working with children preferred
- Strong initiative, facilitation, organization, customer service, communication and project management skills.
- Affection for animals, concern for their welfare and a willingness to accommodate animals in the work place.
- Maturity, good judgment, and professional personal appearance.
- Proven ability to exercise diplomacy and confidentiality in communicating with others.
- Communicate skillfully and effectively with a culturally diverse staff, volunteers and community in a professional, pleasant, respectful, courteous and tactful manner at all times.
- Must be able to pass a background check.

Hours:

Part time: 7 hours per week on Saturdays. Occasional Sundays may be requested for events.

Starting Rate: \$12 per hour

To Apply:

An employment application is available for download at www.arflife.org. To apply, please send your application, cover letter and resume to spaul@arflife.org, fax to (925) 977-9079 or mail to ARF Jobs, 2890 Mitchell Drive, Walnut Creek, CA 94598