

Calgary Humane Society is a dynamic, non-profit organization whose vision is to use innovative strategies to lead, inspire, and educate in the humane treatment of companion animals, fostering an enlightened community which consistently demonstrates respect and compassion for animals.

Our mission statement is to help as many animals as we can.

As an organization, CHS values compassion, teamwork, respect, innovation, integrity and commitment.

Position Title:

EDUCATIONAL ASSISTANT - TEMPORARY PART-TIME \$15/HOUR

- **15 hours per week including evenings, weekends, weekdays and some statutory holidays.**
- **Work schedule will be dependent on educational bookings.**
- **Position Duration: 15 Weeks temporary position**

CHS education programs are a place where kids connect with animals. Our goal is to provide an opportunity for children to interact and learn about the animals that share our world. Through our camps, clubs, presentations, birthday parties, tours and more, children will have enriching experiences filled with hands-on animal encounters, fun activities, and crafts. As they have fun, participants learn respect, compassion, and how to provide a lifetime of care for animals. The Educational Assistant will play a pivotal role representing Calgary Humane Society in educational settings such as classroom presentations, field trips, tours, clubs, birthday parties (both in person and virtually). Reporting to the Team Lead of Humane Education and Outreach and assisting the Education Facilitator, the educational assistant will be responsible for the following:

Duties:

- Prepare and conduct Humane Education activities and presentations teaching children and youth about the interconnectedness of animals, people, and our environment
- Assist with the preparation and hosting of presentations on-site or virtually
- Safely facilitate groups of one to thirty children and youth through shelter tours, presentations, field trips, clubs, birthday parties, and other educational programming at CHS
- Coordinate animal guests and visits with presentations while maintaining the safety of all guests
- Assist with responding to humane education inquiries and bookings as well as other administration duties as they arise
- Help develop and maintain program materials such as presentations and hand-outs
- Provide support and coverage for youth programs including birthday parties and youth clubs
- Provide departmental support such as attending events, tours, and animal handling
- Teach and model positive animal interactions, responsible pet ownership, and respect for all living things
- Organize and prepare educational materials
- Other duties assigned

EDUCATIONAL ASSISTANT CONTINUED

Funding for this position is provided by the Government of Canada – Canada Summer Jobs (CSJ) which aims to provide flexible and holistic services to support all young Canadians develop the skills and gain paid work experience to successfully transition in the labour market.

To be considered for this position, you must meet Calgary Humane Society's position requirements as well as the requirements set out by CSJ as follows:

CSJ Requirements:

- Be between the ages of 15 and 30 years old of age at start of the employment; and,
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Position Requirements:

- Flexible schedule as shifts will fluctuate
- Minimum high school diploma
- Previous experience working with children
- Ability to maintain strong rapport with all age levels
- Excellent customer service skills
- Genuine concern for the welfare of animals
- Genuine interest in education of youth
- Demonstrated leadership skills
- Ability to communicate effectively, verbally and in writing and comfortable with public speaking
- Physically capable of and comfortable handling a variety of animal species, including but not limited to; cats, dogs, rabbits and reptiles
- CHS is a COVID-19 Safe Workplace. With limited exceptions, CHS requires all employment applicants provide proof of fully vaccinated status in accordance with current guidelines. CHS also complies with all in-force Alberta Health Services directives regarding COVID 19 safety.
- Current First Aid certification required
- Successful candidate will be required to complete an enhanced police information check at their own expense to be arranged by CHS

Closing date: Posting will remain open until a suitable candidate is found

Please apply in confidence referencing the job position you are applying for to

careers@calgaryhumane.ca

We thank all applicants for their interest; however only those selected for an interview will be contacted. No phone calls or emails e.