
Calgary Humane Society is a dynamic, non-profit organization whose purpose is to create a more humane world. As an organization, we act with **Compassion**. We work hard to build **Trust**. And we thrive through **Collaboration**. We take pride in fostering an open, inclusive, creative, and supportive environment.

If your beliefs and values align with ours, we welcome you to apply for any open positions we have on our team.

Calgary Humane Society is an equal opportunity organization. We welcome diversity and appreciate the value of the broad range of perspectives we see from different backgrounds and experiences.

Position Title:

Humane Education Leader – Part Time (evenings and weekends)

20 to 24 hours per week | Hourly rate of \$17.28

Reporting to the Team Lead of Humane Education & Outreach, the Humane Education Leader is responsible for running clubs, birthday parties, tours, and occasional outreach events. This role works collaboratively with the Education & Outreach Facilitators, Adoptions, Behavior, and Volunteer Resources & Engagement teams to provide excellent customer service and build and maintain strong relationships with members of the community by promoting the mission and values of CHS.

Duties:

Youth Clubs:

- Educate youth about animal welfare, domestic and wild animals, how an animal shelter operates, proper pet care, husbandry, and how to interact with animals in a humane way
- Facilitate fun and engaging presentations, tours, crafts, and activities for children ages six to twelve
- Set up the classroom, collect supplies for crafts and select an appropriate animal guest that will be visiting with the group
- Engage with parents and children by providing information about Calgary Humane Society programs and initiatives including special events, volunteering, animals available for adoption, as well as directions to public areas
- Aid in tracking inventory and supplies used for each club
- Promote a culture of volunteer engagement by building and maintaining relationships with the Youth Club volunteers to include participating in volunteer recognition and teamwork
- Upkeep the Learning Centre ensuring cleanliness and that supplies are stocked before and after events

Birthday Parties, Tours, and Outreach events:

- When on location, set up and take down information booths with public engagement in mind
- Assist with setting up and cleaning for tours, clubs, and events at CHS
- Facilitation of birthday parties, tours, and a variety of different outreach events
- Provide animal handling support to Facilitators and volunteers during adoption events, birthday parties, clubs and tours.
- Maintain program statistics ensuring data is accurately tracked and recorded by team members
- Champion CHS values of teamwork, respect, compassion, integrity, innovation, and commitment in your everyday work as well as promoting organizational values in order to achieve the overall mission and vision of the organization
- Maintain a culture of positivity and openness through face to face communication, active listening, and collaboration.

Position Requirements:

- Minimum high school diploma
- Ability to work weeknights and weekends when clubs, birthday parties, and tours take place with the flexibility to occasionally provide coverage on short notice
- Genuine concern for the welfare of animals
- Ability to work as part of a team or independently as required
- Intermediate knowledge of Microsoft Office
- Effective communication skills - both verbally and in writing
- Strong interpersonal skills and the ability to deal with a diverse range of people
- Excellent organizational skills and the ability to manage a wide range of tasks and competing priorities
- Successful candidate will be required to provide a criminal record check at their own expense to be arranged by CHS
- Must have at least 3 years driving experience with a Class 5 Graduated Driver's License and/or Class 5 Driver's License with a 5-year clean driver's abstract
- Physically capable of, and comfortable handling a variety of species including but not limited to: cats, dogs, rabbits, birds, reptiles
- Physically capable of lifting up to 40 lbs.

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

Please submit your cover letter and resume, indicating the job title in the subject line, to careers@calgaryhumane.ca

We thank all applicants for their interest however only those selected for an Interview will be contacted. No phone calls please.