



POSITION SUMMARY

Title:	Humane Educator
Reports To:	Humane Education Manager
Updated on:	March 2018
Status:	Non-exempt, Full-time (36-40 hours) Some evenings and weekends are required
Approved By:	Vice President of Donor Relations and Communications

The Mission of Wayside Waifs

Wayside Waifs is a charitable animal shelter whose purpose is to place adoptable companion animals in responsible homes by providing temporary shelter, educating the public and developing partnerships.

POSITION SUMMARY

This position exists to further the mission of Wayside Waifs by reaching more people through Humane Education programming in the greater Kansas City area. Programming occurs both on-site and off-site. The schedule flexes according to the needs of the community and averages between 36-40 weekly hours. During the school year the work week will generally be Monday thru Friday. During the summer, the defined workweek may change; however, advanced notice will be given for changes. Flexibility is a key component of this position.

PRIMARY ACCOUNTABILITIES

1. Teach Humane Education programming to students in various settings.
2. Lead facility tours and group projects.
3. Oversee the scheduling of the *No More Bullying!* program, and assist with additional program scheduling as needed.
4. Foster ongoing positive relationships with schools participating in the *No More Bullying!* program throughout the school year.
5. Facilitate the packing and shipping process of the *No More Bullying!* curriculum.
6. Promote Humane Education in the community and at events.
7. Recruit, train and retain volunteers.
8. Maintain a qualified companion animal.

PRIMARY TASKS & DUTIES

- Maintain accurate Outlook calendar (scheduled presentations, personal appointments, vacation, etc.)
- Connect with Wayside Waifs' staff and community partners.
- Complete Wayside's continued education requirements.
- Support Community Outreach needs.
- Stay current with bullying prevention and animal welfare trends.

ESSENTIAL FUNCTIONS/ KEY COMPETENCIES

- Flexibility and the ability to organize and manage a schedule that changes day to day and week to week.
- Excellent communication and presentation skills.
- Strong interest in and commitment to the process of education as a powerful conduit that creates positive change in society.
- Knowledge of teaching/presentation methods and accommodations for students' varied learning styles, levels and limitations.



POSITION SUMMARY

- Proficient in Microsoft Office products such as Power Point and Excel.
- Comfortable using other classroom technology.
- Demonstrate initiative, common sense application and problem solving skills.
- Ability to work individually as well as part of a team.
- Access to the internet and email.

POSITION REQUIREMENTS

Education/Experience

- Degree in education, social work or other related field. Elementary certification preferred.
- Experience working in a classroom setting, working with young children or speaking to groups of people.
- Excellent and effective communication, presentation and education skills.
- Experience with organizing and managing multiple schedules preferred.

Working Environment

- Must have a pet dog that passes Wayside Waifs' Companion Animal Assessment.
- Must be willing to work at least 1 – 3 evenings per week; occasional weekends required.
- Must have a valid driver's license, reliable transportation and be willing to drive the Wayside Waifs' van.
- Willing to work in both office and classroom settings as well as on-site and off-site.
- Willing to travel to area locations in year-round weather conditions.