



VOLUNTEER POSITION DESCRIPTION

TITLE:

Humane Education Specialist

MAJOR OBJECTIVE:

- Educate children and adults about the programs and services offered by the Center
- Represent MSRPAC while helping to promote responsible pet ownership and compassion towards animals
- Facilitate the growth and success of the Center's various humane education and community outreach programs

TEAMWORK REQUIREMENTS:

Will work closely with Community Relations Coordinator and Director of Development to ensure humane education program goals are met.

Will perform other clerical duties and special projects as time permits.

RESPONSIBILITIES:

1. Helps deliver humane education presentations to schools, youth groups, and community organizations
2. Assists with preparing, developing and implementing humane education materials
3. Continuously monitors success and progress of humane education programs and makes recommended changes
4. May attend major tabling events to act as educator
5. Helps give individual as well as group tours
6. Coordinates with other volunteers to ensure humane education programs operates smoothly
7. Reports and tracks data regarding humane education program output goals
8. Educates patrons and community on Center's programs, services and upcoming events

QUALIFICATIONS:

1. Must maintain outgoing and friendly demeanor
2. Public speaking experience preferred
3. Previous experience working with children preferred
4. Empathetic and engaging personality
5. Excellent communication and social skills
6. Ability to handle stressful situations
7. Ability to project a professional image
8. Computer savvy

9. Comfortable handling all types, sizes and breeds of cats and dogs
10. Must handle all pets in a consistent, positive manner
11. Dedication to the Center's philosophies
12. Minimum 16 years of age
13. Must be able to lift 25 lbs.

TRAINING:

1. Attend MSRPAC's volunteer general informational session
2. Attend a 1-hour training session with the Community Relations Coordinator
3. Attend presentation and tour training sessions

TIME AND PLACE:

Shifts vary depending on need and volume of Humane Education Programs.

COMMITMENT:

Minimum of three hours per week for six months.

SUPERVISION:

Direct supervision by the Community Relations Coordinator or Director of Development. Indirect supervision by the Volunteer Services Manager.

BENEFITS:

1. Public speaking and presentation experience
2. Recognition events
3. Volunteer newsletter
4. 10% discount at Critter Corner Pet Store
5. Personal fulfillment
6. Licks, wags and purrs!