



# VACANCY ANNOUNCEMENT

**Job Title:** Humane Educator

Regular Part Time

**Range Minimum:** Min. \$12.09/hour

Non-Exempt Position

**Opening Date:** January 25, 2010

**Closing Date:** February 28, 2010 (Open until filled)

## PRIMARY RESPONSIBILITIES:

- Schedules and presents humane education programs on a regular basis to educational institutions and youth groups of all ages.
- Assures quality of programs is in accordance with Dumb Friends League's standards and goals through evaluation instruments.
- Assists in increasing volunteer involvement in the humane education programs and presentations by helping them with observations and giving feedback.
- Works with manager to research, create, develop and implement effective hands-on materials, visual aids, curriculum, and educational support materials with minimal supervision.
- Drives humane education vehicle to conduct presentations for schools, youth and community organizations.
- Works with mascot animals and shelter animals while ensuring the animal's safety and health.
- Any other tasks as assigned by manager.

## EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's degree or equivalent experience in education or related field with preferred experience working with/for area schools and youth organizations.
- Excellent oral and written communication skills, interpersonal skills and computer skills.
- Previous experience developing and presenting educational programs.
- Valid Colorado driver's license and good driving record required. Prefer animal welfare experience.

## WORKING CONDITIONS:

Work performed at the shelter may involve high noise and exposure to animal bites and scratches. Some work in a business office setting. May be required to lift up to 25 lbs. with reasonable accommodations.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to complete any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

## HOW TO APPLY FOR THIS POSITION:

**Current Employees:** Submit a copy of current resume and "Application for Job Vacancy" form available from the Administration receptionist desk or in HR Online. **Employee applications submitted without supervisor/manager signature will not be accepted.**

**All Other Applicants:** Apply online at [http://www.ddfl.org/help\\_wanted.htm](http://www.ddfl.org/help_wanted.htm) or email resume to [hr@ddfl.org](mailto:hr@ddfl.org)

