

Winnipeg Humane Society –Job Posting # 2017-7-1

Date: January 12, 2017
Position Title: Birthday Party Assistant-Part-time
Reports to: Customer Relationship & Programs Coordinator
Rate: \$11.42-\$14.37
Hours: 3-6 hours/week
Days/Times of shifts could vary/change
Start Date: ASAP

Position Summary: WHS birthday party educators and assistants deliver an interactive and educational party program.

The party program involves; a tour of adoptable animals [including opportunities for pet interaction], completion of a craft or game and interaction with pets in the party room. WHS parties are bookended by food [at each party, food is eaten at the beginning] and gift opening [when gift opening occurs during the party it happens at the end].

As many as five parties can be scheduled each weekend - we offer parties Friday evenings [based on available staffing] and on both Saturday and Sunday. Obviously, schedules vary.

QUALIFICATIONS:

- Working toward a relevant degree in education, human services or recreation.
- Extensive, independent experience delivering programs to groups of children between 3 –12 years of age.
- Experience with animals is vital.
- Ability to create, deliver and adapt children’s educational programs.
- Excellent communication skills relating to adults and children.
- Self motivating, approachable and enthusiastic individual who can engage and motivate children.
- Group management experience, with competence and confidence to lead small groups of children.
- Exemplary team skills: inclusive and collaborative

Authority:

To perform all assigned duties and responsibilities within established policies and procedures of the WHS.

Accountability:

Accountable to the Education Manager.

Interpersonal relationships:

Frequent contact with WHS staff, volunteers, parents and children, and clients of the WHS. Communicates infrequently with board members and donors.

Standards of Performance:

1. Effectiveness, resourcefulness and responsibility are demonstrated in the completion of all assignments.
2. Professional and appropriate communication with colleagues, clients, volunteers, parents and children.
3. A well-planned program is delivered; children enjoy ample interactive opportunity to gain experience, skill, confidence and understanding. Parents acknowledge the value of the program, the calibre of party staff and the quality of their child's experience.
4. The birthday party team as a unit is improved by the presence of each individual.

Duties and Responsibilities:

- Model, to children, appropriate approaches to and handling of pets.
- Integrate "teachable moments" into the party format.
- Participate fully in preparation for each party.
- Maintain appropriate routines and systems.
- Notify the party coordinator or education manager of any concerns/ questions promptly.
- Share responsibility for maintaining effective communication within the education team.
- Lead small group activities.
- Help organize and facilitate party activities.
- Aid in the set up and clean up of activities.
- Maintain safety of children and pets **at all times**.
- Need to be reliably available Friday evening and/or Saturday and/or Sunday – January - December

Forward your resume and cover letter to:

Attention: Ashley Hoepner
careers@winnipeghumanesociety.ca

Please quote the Job Posting Number in your email or cover letter subject line.

The Winnipeg Humane Society
45 Hurst Way, Winnipeg, MB R3T 0R3

Fax: 204-633-9401

NO PHONE CALLS PLEASE

Thank you for your interest in this position however only those considered for an interview will be contacted.