

The Winnipeg Humane Society – Job Posting #2019-7-2

Date: February 13, 2019
Position Title: Youth and Community Engagement Representative
Reports to: Assistant Manager, Education
Rate: \$11.85-\$14.92
Hours: 3-6 hours per week
Start Date: ASAP

Closing Date for Internal Applicants: February 17, 2019

Position Summary:

The Youth and Community Engagement Representative delivers interactive and educational programs to children, youth and community groups through tours, field trips and birthday parties. The position guides informative and educational tours of the facility, departments, programs and services of the WHS. The Youth and Community Engagement Representative coordinates activities/games, crafts and animal interactions.

Duties and Responsibilities:

1. Integrate “teachable moments” into tour, field trip and birthday party format
2. Notify the Assistant Manager, Education promptly of any concerns/questions
3. Assist with organizing and facilitating activities
4. Aid in in the setup and cleanup of activities
5. Bring energy and enthusiasm to every day to ensure participants have an unforgettable experience
6. Share responsibility for maintaining effective communication within the education team
7. Attend necessary training when required
8. Maintain appropriate routines and processes
9. Other duties as reasonably assigned

Standards of Performance:

1. Keeping the mission of the Winnipeg Humane Society in the forefront when performing job duties, as well as when representing the Winnipeg Humane Society both inside and outside of the shelter environment.
2. Effectiveness, resourcefulness and responsibility are demonstrated in the competition of all assignments.
3. A high degree of professionalism is reflected in all interactions
4. Reliability and diligence in position
5. Successful and thorough completion of assigned job duties within reasonable time limits.
6. Effective communication with all departments, volunteers and customers.
7. Confidentiality is maintained on all matters pertaining to the WHS.
8. A well-planned program is delivered; individuals enjoy ample interactive opportunity to gain experience, skill, confidence and understanding; individuals acknowledge the value of the program, the caliber of the staff and the quality of the experience

Accountability:

Directly accountable to the Assistant Manager, Education.

Authority:

Authority to perform all assigned duties and responsibilities within established policies and procedures.

Interpersonal Relationships:

Regular, daily involvement with other WHS departments, volunteers, parents/guardians and customers of the WHS.

Exemplifies Winnipeg Humane Society' s Core Values:

1. We are and always will be **humane**
2. We sincerely **respect** each other
3. We communicate proactively, and we **listen**
4. We are **humble**, and we are always willing to accept better and new ideas
5. We are committed to **transparency** and accountability

Participates in creating a thriving Culture of Philanthropy at Winnipeg Humane Society by:

1. Being knowledgeable and supportive of WHS programs
2. Sharing their passion for service to animals, people, and our community with our guests
3. Serving as an inspiration to all guests by providing an exemplary level of animal care and guest service
4. Being able to communicate a compelling case for support that demonstrates the impact of philanthropy on Winnipeg Humane Society

Abilities, Skills & Knowledge:

1. Ability to work effectively with staff from other departments
2. Initiative, confidence to suggest improvements to current systems
3. Strong team-related skills, confidence and initiative to contribute new ideas
4. Self-motivating, enthusiastic individual; confident with responsibility
5. Ability to communicate professionally articulately, assertively and clearly
6. Ability to work independently or as a team
7. Ability to work under minimal supervision
8. Ability to work on weekends, evenings, and some holidays is required
9. Excellent communication skills both orally and written is necessary
10. Excellent interpersonal skills
11. Ability to form effective relationships with staff, volunteers, customers, area educators and relevant community members
12. Ability to independently manage multiple tasks in a fast-paced environment
13. Positivity and an energetic attitude are mandatory
14. Competence and confidence in leading a small group
15. Self-motivating, enthusiastic and approachable

Education, Training & Experience:

1. High School Diploma or equivalent required
2. Experience with animal welfare organizations is preferred
3. Previous experience with motivating and working with children 6-13 preferred

Please email resume to Richard Milbourne:

careers@winnipeghumanesociety.ca

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

Please quote the Job Posting Number

Include current resume and cover letter stating how your qualifications match those stated in the attached job description.

We thank you for your interest, however only those applicants selected for an interview will be contacted.