

Placer SPCA JOB DESCRIPTION

JOB TITLE: Humane Educator/ SNAP Coordinator

DEPARTMENT: Education Department

ACCOUNTABILITY: Director of Programs and Volunteers

FUNCTION: Under the general supervision of the Director of Programs and Volunteers the Humane Educator will utilize opportunities to provide presentations for youth and adults to promote responsible pet care and motivate humane behavior in an effort to reduce the number of homeless, abused and neglected animals in the community.

Under the general supervision of the Director of Programs and Volunteers, the Spay and Neuter Assistance Program (SNAP) Coordinator has the responsibility to supervise, implement, and coordinate low-cost spay and neuter opportunities for Placer County Residents.

DUTIES AND RESPONSIBILITIES:

1. Facilitate all aspects of ongoing humane education programs:

- Provide ongoing administration and development of education programs for students and adults*
- Organize and conduct classroom presentations in Placer County schools*
- Organize and conduct shelter tour program for outside groups/individuals*
- Organize and conduct presentations for community organizations*
- Oversee students and scouts in the selection and completion of community service projects*
- Participate in community events to promote the Placer SPCA and responsible pet care*
- Plan, organize, and implement humane education programs that are held on-site at the Placer SPCA such as*:
 - Humane Kids Camp
 - Youth for Animals Club
 - Scout Programs

2. Oversee all of the aspects of the Spay & Neuter Assistance Program including:

- Recruit and train SNAP volunteers*
- Oversee SNAP volunteers, materials, and data*
- Administer and process SNAP data from in-house, online, and volunteer channels*
- Regulate and maintain SNAP database*
- Recruit veterinarians for SNAP program*
- Develop and nurture relationships with participating SNAP veterinary clinics.*
- Coordinate with appropriate staff, organizations, volunteers, and clients to schedule and conduct spay and neuter clinics (including feral cat spay/neuters)*
- Track statistics and outcomes of SNAP program.*
- Review invoices for the SNAP program and assist with processing for prompt payment*

3. Work with the Director of Programs and Volunteers to:
 - Assess organizational needs and target populations to design and improve programs*
 - Continuously monitor and assess the success of the humane education program and implement changes as necessary*
 - Select or develop written materials/ curriculum that may be used by teachers and students to reinforce humane education*
4. Work within the Humane Education and SNAP Budgets
 - Track and manage budget for SNAP with the support of the CEO and Accountant*
 - Conduct all humane education programs within budget guidelines.*
 - Develop and implement budget for Humane Kids Camp*
5. Develop and maintain good working relationships with community organizations and schools*
6. Provide assistance to community groups, students, educators and the general public seeking information on animal related issues*
7. Provide assistance to clients who are looking for low cost spay and neuter services, within and outside of Placer County.
8. Maintain a library of educational materials (books, handouts, visual aids etc.) for classroom use and other educational opportunities
9. Produce and distribute educational materials, flyers, and brochures to promote both humane education and SNAP program*
10. Keep Community Room 1 & 2 clean and organized*
11. Assist other departments/staff with community events*
12. Assist with other duties as assigned*

*** Essential Job Function**

JOB QUALIFICATIONS:

1. High School Graduate or GED equivalent
2. Two years college work preferred
3. Knowledge of animal welfare issues; highly motivated toward promoting animal welfare and protection
4. Previous teaching experience
5. Good organization skills
6. Good oral and written communications skills
7. Ability to perform well under pressure
8. Ability to organize, supervise and motivate volunteers
9. Experience and comfort delivering presentations to a variety of different age groups
10. Must be able to work independently and be self-motivated
11. Good interpersonal skills required for working with a variety of individuals and groups
12. Ability to effectively communicate the rationale for Placer SPCA policies and procedures
13. Ability to respond to difficult questions and situations in a professional manner
14. Willingness to use personal vehicle as transportation
15. Ability to work with an education animal preferred

16. Must be in good physical and mental health with no allergic condition that might be aggravated by exposure to animals. Must be able to stand or sit for extended periods of time and carry items weighing up to 50 pounds for short distances with the help of fellow employees
17. Criminal background check required
18. E-mail capability required
19. Excellent working knowledge of software applications including Word, PowerPoint, Publisher, and Excel
20. Possess a valid California Drivers license with a good driving history

WORKING CONDITIONS:

1. Salary is depending upon experience with incremental merit adjustments consistent with current Placer SPCA shelter policy
2. Mileage will be reimbursed at the IRS approved rate, if shelter vehicle is not available
3. Full-time variable hours including possible weekends, evenings and intermittent overtime
4. Compliance with current Placer SPCA Employee Policy Manual
5. Frequent interaction with children who may or may not be well behaved
6. Occasional contact with the public in what may be an emotionally charged environment
7. Exposure to dead, sick, injured, unruly, vicious and/or dangerous animals and intermittent exposure to parasites and infectious diseases
8. Able to house all necessary tools for conducting presentations at an off-site location
9. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to reach or feel; stoop, kneel and crouch
10. Willingness to attend training programs to upgrade skills as needed

To apply, please send your Placer SPCA job application, cover letter and resume to volunteer@placerspca.org.

The Placer SPCA is an equal opportunity employer.

THE PLACER SPCA RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES AND AS BUSINESS REQUIRES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

I understand the qualifications, as described above, for the Humane Educator position, and by signing below acknowledge that I am able to perform the job duties listed above and willing to accept the working conditions herein.

DATE: _____

Employee Acknowledgment