



**Dane County Humane Society
Volunteer Position Description**

Job title: **EDUCATION ASSISTANT**

Reports to: Humane Educator

Trained by: Trained Staff and Volunteers

Scope of Position: This position supports Dane County Humane Society's mission and core values by facilitating education programs for members of the public of all ages.

Duties and responsibilities:

- Respond to education assistant volunteer opportunities as available (usually at DCHS, but occasionally offsite)
- Assist with and eventually lead education events, including birthday parties, tours, presentations, Girl Scout workshops, and more!
 - Most events occur at the shelter, but are occasionally offsite
- Facilitate interactions with education animals

Requirements:

- Minimum age of 18 years old
- Excellent public relations and communication skills, and must be comfortable speaking and leading engaging activities for large groups
- Friendly and positive attitude
- Enjoy working with children in an educational setting
- Interact in a friendly and safe manner with education animals. Animals may include, but are not limited to: guinea pigs, rats, corn snake, Bearded Dragon and Madagascar Hissing Cockroaches
- Teach and supervise participants according to the written program plans and scripts, including games, crafts, and animal interactions, to ensure they have a fun and educational experience
- Ensure the safety of education participants at all times
- Occasionally collect payments for events
- Reliable attendance and ability to work independently required
- Have high-level English reading, writing, spelling and communication skills
- Have the ability to understand, remember and follow instructions and procedures; and the ability to ask questions when appropriate

Training, Schedule and Commitment:

- Attend all training sessions and continuing education sessions as required of this position
- Participate in ongoing evaluation program
- Education assistants are scheduled on an as-needed basis – events take place any day of the week usually between the hours of 10:00am-7:00pm; shifts are usually 1-3 hours depending on the event
- Commit to a minimum of six (6) months