



## Dane County Humane Society

*Helping People Help Animals*

5132 Voges Road • Madison, WI 53718

(608) 838-0413 • [giveshelter.org](http://giveshelter.org)

**Job Title:** Humane Educator – Camp Pawprint Focus

**Reports to:** Development & Communications Supervisor

**Supervises:** 5-6 LTE Camp Staff

**Hours:** Full-Time; 40 hours per week with flexible days. Some nights and weekends required.

**Pay Rate:** \$35,000-40,000; salaried with benefits package available

**Scope of Position:** The Humane Educator is a part of our education and outreach team at Dane County Humane Society. Under the supervision of the Development & Communications Supervisor, our Humane Educators work together to promote animal welfare, create an access point to DCHS services, and bring DCHS values to the community. In particular, this Humane Educator designs and implements Camp Pawprint -- including Summer Break, Spring Break, Winter Camp, Day Camps, and Adult Camp -- throughout the year.

### Duties and Responsibilities:

#### **Educational Program Design and Implementation**

**90%**

- Oversee all scheduling, organizing, room set up/clean up, curriculum development, lesson planning, and implementation of all Camp Pawprint programs, including Summer Break, Spring Break, Winter Break, Day Camps, and Adult Camp throughout the year.
- Recruit, train, and supervise Camp Counselors each year for Camp Pawprint Summer Break.
- Coordinate with and assist Humane Educator – Education Program Focus with education programs, including coverage and support for birthday parties, scout workshops, field trips, offsite presentations, educational shelter tours, service days, and more.
- Supervise the safety of education program participants. Manage participant behavior during events.
- Recruit, train, coordinate, and supervise classroom animal and animal visitor volunteers.
- Develop and maintain volunteer job descriptions and scheduling for education programs and services.
- Provide high-level customer service to community members interested in education programs.
- Build a network of community leaders, business partners, teachers, and parents that promote education opportunities at DCHS and support programs as participants or presenters.
- Commit to self-education, research, networking, and professional development to stay current on best practices and effective education models at fellow animal welfare organizations.
- Make recommendations to supervisor to create new camp opportunities, revise and improve current programs, or discontinue offering programs that do not meet shelter goals.
- Work with DEI Committee and fellow staff to craft education programs, create opportunities, and implement outreach plans to meet shelter DEI goals.

- Track camp budgets and grant reporting, process expense receipts, and ensure financial goals are met.
- Manage online registration system and community outreach webpages.
- Ensure classroom animals receive quality care at the shelter.

### **Development, Marketing, and Stewardship**

**10%**

- Provide stories, budget goals and revenue, program descriptions, and program evaluations to coworkers for grant, major gift, and sponsorship proposals and reports.
- Support the development & marketing team in using camp opportunities to attract and retain donors for DCHS. Attend donor visits and events as requested.
- Recognize youth donors by greeting donors, writing thank you cards, and making social media posts.
- Collaborate with supervisor to advertise camp programs on the DCHS website, social media, and other marketing outlets, including designing, crafting, and posting about programs.
- Use donor database (Raiser's Edge), to note interactions with volunteers, parents, and other program participants and to be sure each is properly thanked for their support.
- Assist with creating and posting to DCHS's social media accounts; write articles for website and other projects.

### **Additional Job Duties**

**As Needed**

- Represent DCHS at the highest level in public speaking engagements and presentations as requested.
- Attend DCHS major events and public relations activities when additional staffing or the Humane Educator's specific skills are needed.
- Assist with preparing for major events and other department projects.
- Other duties as assigned by supervisor.

### **Qualifications/Requirements:**

- College degree in education or related field, or high school diploma or equivalent with three years related experience.
- Excellent written and verbal communications skills.
- Experience leading a team or working in a leadership role.
- Behavior management skills in small and large groups with people of various ages and learning styles.
- Experience with Microsoft Office products and an understanding of database systems.
- Experience posting to social media for professional organization desired.
- Ability to stay organized on multiple, ongoing projects with varied deadlines.
- Valid driver's license and good driving record required. Comfort driving shelter van preferred.
- Acquire and possess a thorough understanding and dedication to the philosophies of animal welfare.

**Dane County Humane Society is an Equal Opportunity Employer.** At Dane County Humane Society, we know our work of helping people help animals directly benefits from having a diverse and inclusive workforce. DCHS is proud to be an equal opportunity employer that strives to represent the community it serves by employing people with a variety of backgrounds, perspectives and skills. Diversity and inclusion are celebrated and embraced at Dane County Humane Society. We will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap or disability, ancestry, sexual orientation, marital status, arrest or conviction record, genetic information, veteran status or other class protected by

applicable law. DCHS puts people first and we are happy to work with employees and applicants to remove barriers and put any necessary accommodations into practice.