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## EMPLOYMENT OPPORTUNITY – EDUCATION PROGRAM FACILITATOR

**ORGANIZATION:** The Guelph Humane Society advocates for all animals, and in particular those animals whose lives it can influence, through care, education, community support, protection, and leadership. Founded in 1893, the Guelph Humane Society provides care and shelter for approximately 3,000 homeless, stray, injured and abused animals each year in Guelph and Wellington County. GHS is a registered charitable, non-profit organization that does not receive government funding. The GHS's hiring philosophy goes beyond just filling positions – it is interested in finding people who are passionate about animal welfare, who want to make a difference in the community, all while working as part of a positive and productive team of people. Visit [www.guelphhumane.ca](http://www.guelphhumane.ca) to discover more.

**TITLE:** Education Program Facilitator

**LOCATION:** 190 Hanlon Creek Boulevard, Guelph, ON

**HOURS OF WORK:** Average 8 hours per week, typically evenings & weekends

**TYPE:** Part-Time/Casual (as needed)

**JOB SUMMARY:** Under the direction of the Education & Outreach Coordinator, the successful candidate will be responsible for setting up, taking down, and facilitating community programs at the Guelph Humane Society and other venues throughout Guelph and Wellington County. The Education Program Facilitator will also be responsible for handling a variety of animals, ensuring the safety of the program participants, and teaching program participants about the GHS and animal welfare, in general. The Education Program Facilitator will be knowledgeable about various programs, including community programs, shelters tours and visits, and children's birthday parties. Some programs will be hosted at the Guelph Humane Society, while others *may* be off-site. The incumbent will provide exceptional customer service, excellent communication and organization skills, and will demonstrate a positive attitude at all times.

### KEY RESPONSIBILITIES:

- Teach program participants in an engaging manner about the GHS and its initiatives
- Supervise large groups of children between the ages of 6 to 12 for up to eight hours per day
- Set up, deliver, and take down educational programs hosted at the GHS, including community group tours, birthday parties, camps, and other programs as necessary
- Greet program participants at GHS, creating an exciting and positive atmosphere
- Facilitate the scheduled program, and respond to the needs and requests of the client in a professional and timely manner

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- Teach animal-centric lessons, which represent the values of Guelph Humane Society, and a compassionate community
- Conduct presentations for special interest groups and the general public
- Facilitate on-site programs for young people with special needs (in conjunction with partner organizations)
- Provide tours of the GHS to program participants
- Provide support for education program participants, as needed
- Supervise, monitor, and lead volunteers and report any issues to the Volunteer & Education Coordinator
- Safely handle a variety of animals during facilitated animal interaction time
- Work collaboratively with other GHS staff to ensure the GHS is the ideal place for animals, children, and members of the public
- Above all else, ensure the safety of all education program participants
- Complete other duties as assigned

#### KEY QUALIFICATIONS:

- An enthusiastic individual, who values working as part of a team
- Experience working or volunteering with children and youth
- Demonstrated excellence in customer service and public relations skills, with the ability to handle difficult clients and high stress situations
- Excellent communication skills, with ability to multitask in a high-paced, reactive environment
- Demonstrated ability to coordinate, motivate and supervise large groups
- Ability to maintain professional composure and a positive, enthusiastic attitude at all times
- Comfortable handling domestic animals of all types and some general knowledge of animal care/responsible pet ownership
- Comfortable with wildlife and some general knowledge of local species would be an asset
- Safety conscious and demonstrated decision making skills
- General knowledge of animal welfare and humane society activities
- Computer literacy required with experience with computer software (i.e. Microsoft Office)
- First Aid and CPR Level C Certified (must provide proof prior to start date)
- Able to provide a vulnerable sector police check (must provide prior to start date, if applicable)

**HOURLY WAGE:**        \$15.00

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If you are interested in this opportunity and have the above qualifications, please forward your resume with a covering letter by **Monday, September 5<sup>th</sup> at 5pm** to:

**Katherine Leonard**  
**Manager, Community Programs & Outreach**  
190 Hanlon Creek Boulevard  
Guelph, ON N1C 0A1  
Email: [careers@guelphhumane.ca](mailto:careers@guelphhumane.ca)  
Subject Line: Education Program Facilitator

*We welcome diversity, value differences, and foster inclusion in our employment practices. We invite applications from all qualified individuals who are philosophically aligned with our mission, vision, and values.*

*GHS welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment process.*

***We thank all applicants for your interest in the Guelph Humane Society; However, only those selected for an interview will be contacted.***