

Job Title: Youth Program Coordinator

Reports To: Director of Education

FLSA Status: Exempt

Schedule: M-F,
some weekends/evenings required

Type: Full-Time



Summary: The Youth Program Coordinator will conduct the education programs offered to the community on behalf of the Humane Society of Charlotte. The Coordinator is responsible for the delivery and implementation of educational opportunities and programs that promote animal welfare, compassion, and empathy in line with the mission of the Humane Society of Charlotte.

Essential Duties and Responsibilities Include:

Educational Program Development and Implementation

- Implement pre-approved engaging programs. The programs feature interactive, educational presentations and information about specific subjects in animal welfare. Programs include but are not limited to:
 - Classroom/virtual visits, field trips onsite, home school groups, and other community members.
 - Children's camps- summer, one-day, holiday/vacation.
 - Literacy and emotional development- Reading Buddies, youth clubs, birthday parties, tours and workshops.
- Assess the needs of the community, organization and resources to develop a strategy to include both short and long term metrics of the education program.
- Update volunteer job descriptions as needed and lead volunteer engagement for education programs and services.
- Assist in building a network of community leaders, business partners, teachers and parents, and animal welfare professionals that promote education opportunities at the Humane Society of Charlotte and support programs as participants or presenters.
- Commit to self-education and professional development to stay current on best practices and effective education models at fellow animal welfare organizations.
- Make recommendations to leadership to create new education opportunities, revise current programs or discontinue offering certain programs that are not meeting goals.
- Assist in the creation and maintenance of a budget to ensure financial goals are met.
- Work with direct supervisor to develop an annual plan with specific objectives, goals, proposed schedule, budget projections and evaluation strategy.
- Network with industry leaders and established programs to build the education program based on positive and proven results.
- Must maintain the philosophy of Diversity, Equity and Inclusion when designing and conducting all facets of job duties.
- Light housekeeping of the shared spaces including but not limited to the Education Court.
- Provide high-level customer service to community members.

Marketing

- Provide stories, budget/revenue goals and program descriptions to coworkers for grant, major gift and sponsorship proposals.
- Provide program evaluations and results for reporting to donors.
- Attend community events to promote the program as requested.

Volunteers

- In collaboration with the Volunteer Program Manager will oversee daily work assignments of volunteers to ensure completion of work as assigned.
- Coach volunteers by providing regular, ongoing feedback and training.
- Promote integration and utilization of volunteers; recruit and train volunteers to assist department.

Additional Job Duties As Needed

- Attend Humane Society of Charlotte major events and public relations activities when additional staffing or specific skills are needed.
- Collaborate with colleagues on special projects.
- Assist in Community Outreach events that promote and advertise the education program.

Qualifications/Expectations:

- Enthusiasm for the mission of the Humane Society of Charlotte and helping animals and the people that love them in our community
- College degree in education or related field
- Excellent written and verbal communications skills.
- Experience leading a team or working in a leadership role.
- Experience with Microsoft Office products and an understanding of database systems.
- Positive attitude and ability to remain enthusiastic through the day.
- Acquire and possess a thorough understanding and dedication to the philosophies of animal welfare.
- Classroom teaching, classroom management, or related child development
- Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Animal handling experience
- Curriculum writing and lesson planning
- Valid driver's license required and must have excellent driving record.
- Travel throughout Mecklenburg County to schools/visits.
- Must be self-guided individual requiring minimal supervision.
- Must be willing to work flexible hours, including evening and weekends as needed
- EOE - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

- Exposure to high noise levels and odors
- Exposure to fumes or airborne particles and toxic or caustic chemicals

Physical Demands:

- Walking, standing and moving of equipment and animals (ability to lift 50 pounds).

I understand the job duties and responsibilities as described above and can perform all tasks as outlined.

Signature: _____

Printed Name: _____

Date: _____