

Job Title: Youth Program Coordinator

Reports To: Director of Education

FLSA Status: Non-Exempt



Schedule: M-F,
some weekends and 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 Youth Program Coordinator is responsible for the delivery and implementation of educational initiatives 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

- Coordinates Humane Society of Charlotte Youth Programs under the leadership of the Director of Education.
- Works with the department director to create and implement new programming, revise current programs or discontinue programs that are no longer relevant.
- Implements approved engaging programs. The programs feature interactive, educational presentations and activities about specific subjects in animal welfare. Programs include but are not limited to:
 - Classroom visits, field trips onsite, home school and other community group visits and tours.
 - Camps- ages range from 5 – 17. 8 weeks of summer camp, 1-week spring and winter camps.
 - Literacy and social/emotional learning- Reading Buddies, youth clubs, service days, tours and workshops.
- Coordinates, schedules, and confirms program dates/times with clients.
- Collaborates with other HSC staff to deliver unique programming about animals and animal sheltering.
- Keeps a tab on community needs and actively seeks opportunities/presents ideas for increasing revenue to sustain program funding.
- Assists in building a network of teachers, parents, and animal welfare professionals that promote education opportunities at the Humane Society of Charlotte and support programs as participants or presenters.
- Commits to self-education and professional development to stay current on best practices and effective education program models.
- Works in line with budget expectations and assists director with maintenance of the program budget to ensure financial goals are met.
- Works with the department director to develop an annual plan with specific objectives, goals, proposed schedule, budget projections and evaluation strategy.
- Maintains the philosophy of Diversity, Equity and Inclusion when designing and conducting all facets of job duties.
- Provides housekeeping of the shared spaces including but not limited to the Education Center.
- Maintains an inventory and supplies for youth programming.
- Provides high-level customer service to clients and community members of all backgrounds.

Marketing

- Provides stories, budget/revenue goals and program descriptions to coworkers for grant, major gift and sponsorship proposals.
- Conducts program evaluations and clearly communicate results.
- Attends community events to promote the program as requested.

Volunteers

- Creates a welcoming environment for volunteers.
- Coaches volunteers by providing regular and ongoing feedback.
- Coordinates the integration and utilization of volunteers; recruits and trains volunteers to assist department.

Additional Job Duties as Needed

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

Qualifications/Expectations:

- Dedication to the mission and culture of the Humane Society of Charlotte through words and actions.
- **Required:** Valid driver's license, reliable mode of transportation and must have excellent driving record.
- **Preferred:** College degree in education or related field.
- **Preferred:** CPR and First Aid Certification
- Experience teaching in a non-profit or informal environment helpful.
- Excellent written and verbal communications skills.
- Engage in open, honest and direct feedback.
- 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.
- Animal handling experience with awareness of dog and cat body language.
- Experience in curriculum development and lesson planning.
- Knowledge of the stages of childhood development.
- Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Travel throughout Mecklenburg County to schools/visits.
- Self-motivated, well organized, detail oriented, and able to effectively work independently and within a team framework.
- Must be willing to become Fear Free Certified within 6 months of employment.
- 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.
- Risk of exposure to zoonotic disease in shelter environment.

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: _____