Humane Education Coordinator

Capital Humane Society | Position Description

Department	Community Engagement
Reports to	Director of Community Engagement
Schedule	Part-time; approximately 20 hours per week
Work locations	CHS facilities, schools, and community locations

Position Summary

The Humane Education Coordinator leads the day-to-day coordination, facilitation, proactive school outreach, and continuous improvement of Capital Humane Society's humane education offerings. Reporting to the Director of Community Engagement, this position delivers engaging, developmentally appropriate learning experiences that build understanding of animal behavior, responsible pet care, and community resources. The role prioritizes Humane Heroes classroom lessons and Camp Humane Heroes while supporting CHS educational tours, school presentations, and community learning opportunities. The Director retains strategic direction, supervision, program priorities, and major program decisions.

Essential Responsibilities

1. Classroom and Community Education

- Deliver Humane Heroes classroom lessons and other CHS-approved presentations for schools, clubs, and community groups.
- Facilitate on-site educational tours and learning experiences, coordinating animal-related activities with appropriate CHS staff and safety protocols.
- Adjust activities and facilitation to participant age, accessibility needs, group size, and setting; present animal welfare topics accurately and without shaming families.

2. Camp Humane Heroes

- Coordinate camp session preparation and day-to-day educational delivery, including schedules, activities, instructional supplies, and space readiness.
- Support safe camp operations and collaborate with designated staff and volunteers on supervision, transitions, and participant needs.
- Review participant and staff feedback and recommend refinements for future camp sessions.

3. School Outreach and Program Growth

- Proactively identify, contact, and cultivate relationships with schools, teachers, administrators, and community organizations to expand participation in CHS humane education programs.
- Independently manage outreach, recruitment, scheduling, and follow-up communications to establish and sustain classroom partnerships.

- Collaborate with the Director of Community Engagement on program growth priorities, semester presentation goals, and progress evaluation.

4. Program Scheduling and Coordination

- Coordinate incoming education requests, scheduling, and logistics with schools, teachers, and community partners, alongside proactive recruitment activities.
- Maintain accurate program calendars, contact records, participation counts, and material inventories.
- Coordinate presentation travel, technology, setup, reset, and communications with CHS departments.

5. Educational Materials and Program Improvement

- Maintain and adapt approved curricula, slides, activities, handouts, and program supplies; submit substantive changes for Director approval.
- Collect simple learning checks, teacher feedback, and program participation data; summarize findings and recommend improvements.
- Keep community resource references current and aligned with CHS services and messaging.

Qualifications and Skills

- Experience in education, youth programs, community outreach, animal welfare, or a related setting; equivalent education and experience considered.
- Confident, engaging public speaking and group facilitation; ability to communicate with children and adults from varied backgrounds.
- Strong organization, time management, independent judgment, teamwork, and follow-through.
- Ability to use office, presentation, and scheduling technology; willingness to learn CHS systems.
- Commitment to compassionate, inclusive, nonjudgmental education and respectful interactions with people and animals.
- Comfort working in facilities with companion animals and following CHS animal-handling and visitor-safety protocols.
- Valid driver's license and eligibility to drive for CHS business under applicable organizational vehicle insurance and driving requirements, subject to verification by CHS and HR.

Schedule, Travel, and Working Conditions

Approximately 20 hours per week, with school-day availability and seasonal scheduling flexibility for summer camp, occasional evenings or weekends, and educational events. During the academic year, the role emphasizes classroom instruction, school outreach, and scheduling. During camp weeks, the role focuses on camp preparation and delivery with support from Community Engagement staff. Non-camp summer weeks emphasize curriculum maintenance, redevelopment, and preparation for the upcoming school year. Travel to schools and community sites is required.

Supervision and Decision-Making

The Coordinator independently owns routine school outreach, recruitment, educational delivery, scheduling, logistics, follow-up, and approved-material upkeep. The Director of Community Engagement retains departmental leadership, supervision, strategic direction, approval of substantive curriculum changes, and oversight of program priorities and major partnerships.