

## The Winnipeg Humane Society – Job Posting #2022-7-3

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**Date:** January 27, 2022  
**Position Title:** Education Program Lead  
**Reports to:** Manager, Education  
**Rate:** \$18.34 – \$24.13  
**Hours:** Full Time - 40 hours/week (shifts may vary)  
**Start Date:** ASAP

This position is subject to a Criminal Record Check, including vulnerable sector search and a Child Abuse Registry Check.

**Closing Date for Internal Applicants:** January 31, 2022

### **Position Summary**

The Education Program Lead is an enthusiastic, self-motivated, and highly experienced individual. Along with the Manager of Education, the Education Program Lead plays a key role in execution and evaluation of all education programs and supports the implementation of strategies for program growth and scaling.

The incumbent has a passion for promoting the mission and programs of the Winnipeg Humane Society, and has experience managing multifaceted education programs, developing, and leading curriculum and training programs, supporting collaboration with community partners and volunteers, demonstrated experience in a classroom setting, and is passionate about the WHS and its education programs.

The qualified candidate will have experience in the field of education, a solid understanding of youth development principles, experience working with members of the educational community at all levels, ability to conduct outreach to current and prospective school partners, ability to design curriculum-based lesson plans, develop interactive programs and materials, experience facilitating training programs, experience in public speaking, and experience in leading team members to success.

Reporting to the Manager Education, the Education Program Lead is expected to independently carry out the established responsibilities while also working directly and collaboratively with other department staff and volunteers and overseeing the Humane Educator position.

### **Responsibilities**

- Continued development, maintenance, and implementation of the Empathy for All Living Things Program, along with animal welfare guidance.
- Take the lead role in managing all logistics, communications, scheduling, and developing materials for the Animal Companionship, Kid Camps, See Spot Read, and Tots & Tails programs.
- Lead and manage the Humane Educator position meant to support all program delivery.
- Develop new programs that support the strategic direction of the department.

- Develop content necessary to support Marketing & Communications pertaining to the Education Department and contribute to Winnipeg Humane Society news and other in-house publications.
- Lead and contribute to the ongoing development of curriculum-based content designed to support humane education in all programs.
- Develop and lead training sessions to build the capacity of our camp staff and education program volunteers.
- Support institutional relationships with partner classroom teachers and other program partners.
- Coordinate and collaborate in the development and implementation of teacher orientations, WHS family days and events to deepen youth, family, and community engagement with our education programs.
- Review existing content, gain knowledge on the Manitoba curriculum, review strategies, and research/evaluate to make recommendations and implement approved modifications.
- Continually monitor programs for quality assurance and relevance to the state and national standards, and best practices in working with youth.
- Schedule and supervise camp staff, and education program volunteers.
- Coordinate the selection, ordering, and organization of program supplies.
- Communicate and attend meetings with external partners regarding education programs.
- Track and report program participation and demographics, make continual improvements to programs, and measure program outcomes and impacts.
- Represent the WHS and the Education Department through establishing a regular presence at education professional development days, community and professional meetings, and conferences.
- Maintain departmental responsibilities (meetings, email, phone, etc.)
- Complete appropriate reports promptly.
- Communicate effectively, professionally, and respectfully with staff, managers, volunteers and clients of the Winnipeg Humane Society.
- Other duties as reasonably assigned.

## **QUALIFICATIONS & EXPERIENCE**

The following are mandatory qualifications and experience for this role:

Specific to the job level

- Post secondary education in a relevant discipline.
- Access to a vehicle and valid Manitoba driver's license.

Specific to the role

- Experience working with children.
- Knowledge of the Manitoba Education system.
- Excellent knowledge of marketing to families and youth.
- Keen understanding of how and why educators schedule/book curriculum-based programs.
- Ability to deliver and adapt to educational lessons plans.

The following qualifications and experience are desired and would be considered assets:

- More than 2 years and less than or including 4 years' experience required.
- Degree in the fields of education, childcare, or related field.
- Experience working in a non-profit environment.
- Knowledge of companion and domestic animals, their care, and animal welfare issues.
- Bilingual (English/French).

## **KNOWLEDGE & SKILLS**

The following are mandatory knowledge and skills for this role:

- Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- Skilled at establishing and cultivating strong relationships across different levels of the organization and externally.
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolutions.
- Determine strategies to move the organization forward, set goals, create, and implement action plans, and evaluate/improve the process and results.
- Ability to create, deliver and adapt hands-on, interactive educational children/youth programs.
- Extensive experience and confidence with pets.
- Awareness of animal welfare issues, particularly around exotic animals, and farm animal welfare.
- Effective communication skills with adults and children.
- Experience and confidence in public speaking.
- Substantial classroom and/or group management experience.
- Self-motivating, enthusiastic, approachable individual; able to motivate children/youth and confident with responsibility.
- Strong team-related skills, confidence, and initiative to contribute new ideas and ability to support an effective team.
- Attention to detail and problem-solving skills.
- Self-motivating, approachable, and enthusiastic.
- Exemplary team skill; inclusive and collaborative.
- Strong organizational skills with the ability to multi-task in a fast-paced environment; manage time effectively.
- Proficiency with Microsoft Office 365 Suite (Outlook, Word, Power Point and Excel).

## **PERSONAL ATTRIBUTES**

- Strong sense of commitment and personal dedication.
- Demonstrated growth mindset and ability to problem solve.
- Commitment to organizational and team member development.
- Solutions oriented, and results driven.
- Ability to independently manage multiple tasks in a fast-paced environment.
- Strong aptitude to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

### **Exemplifies Winnipeg Humane Society's Core Values**

- We are and always will be **humane**.
- We sincerely **respect** each other.
- We communicate proactively, and we **listen**.
- We are **humble**, and we are always willing to accept better and new ideas.
- We are committed to **transparency** and accountability.

**Please email resume and cover letter to:**

Cat Ross

Chief Engagement Officer

Winnipeg Humane Society

[catr@winnipeghumanesociety.ca](mailto:catr@winnipeghumanesociety.ca)

**Please quote the Job Posting # in the subject line of email and in your cover letter.**

**NO PHONE CALLS PLEASE**

**Thank you for your interest in this position however only those considered for an interview will be contacted.**