

DUBUQUE REGIONAL HUMANE SOCIETY

Job Description

Title: Humane Education Intern

Reports to: Community Outreach Coordinator **Hours:** 20-25 hours per week

Status: Stipend Available **Submit Resume to:** melissa@dbqhumane.org

Summary: The Humane Education Intern primary function will be to create programming and activities for our camps over the summer. This intern is responsible for advancing the mission of the Dubuque Regional Humane Society (DRHS) and educating the community on shelter services. The Humane Education Intern develops and presents humane education programs to local schools to engage youth, and prepares and distributes education and outreach materials designed to further the goals and mission of the DRHS for schools and the general community.

Essential Job Functions

- Create programs that promote pet responsibility, respect for animals, and safety around animals. Create materials to serve as teaching aids. Distribute education and outreach materials to further the goals and mission of the DRHS.
- Research, write, and evaluate humane education programs to engage children and foster respect for the inherent dignity of animals. Coordinate seasonal childrens' camps; secure volunteer leadership team.
- Seek opportunities to promote the organization and humane education concepts at community events. Participate in community activities to gain awareness of the DRHS and services offered. Prepare displays and materials to be used at such events.
- Coordinate special events that pertain to community education and awareness.
- Provide tours of the facility to visitors of all ages and abilities.
- Assist with other marketing and fundraising events as directed by the Development & Marketing Director.
- Assure quality community and youth oriented programs through the use of valid evaluation techniques.
- Represent the DRHS at public speaking engagements for youth. Handle student and teacher requests for information regarding animal behavior and health.
- Order supplies for youth activities, seeking out in-kind donations via the Fetch List where possible.

Requirements

- Enrolled in a degree program in Education, Animal Science, Communications, or related major or equivalent combination of education and work experience.
- Have steadfast belief in the mission, policies, and procedures of the DRHS.
- Make decisions in the best interest of the organization.
- Work collaboratively with diverse groups of people including volunteers, department supervisors, and staff.
- Communicate effectively to large audiences and individuals. Know appropriate use of verbal, written, and e-mail communication and select appropriate channels when needed.

- Strong organization, interpersonal, and multi-tasking skills. Able to prioritize and adhere to deadlines.
- Detail-oriented and resourceful.
- Be at least 21 years old and have a valid driver's license and current auto insurance.
- Lift up to 20 lbs.
- Stand and sit for long periods of time, bend, twist, and stoop.
- Prior experience in volunteer coordination or non-profit work is desired.

Working Environment

The Humane Education Intern will encounter regular exposure to animal odors, diseases, possible contagious conditions, bites, scratches, animal waste, and high noise levels.