

Primary Function: In conjunction with the Humane Education Director and team of Humane Educators, coordinate and conduct a variety of education and violence prevention/intervention programs, including: Teaching Love and Compassion (TLC), a multi-week youth program that combines social-emotional learning with hands-on training of shelter dogs; spcaLA Court Diversion Program for Youth, a 16-hour program for youth affected by or involved in cases of animal abuse, family violence, or bullying behaviors; an in-school, elective course in Humane Education; Friends for Life Summer Camp program; Pet Care Workshops; and Animal Safety Net (ASN), which provides temporary housing for pets of domestic violence survivors while they are in shelter and offers animal-assisted workshops for DV-affected families. Assist in all administrative aspects of running the Humane Education Department.

Essential Duties and Responsibilities:

- Plan, coordinate, and conduct TLC and related violence prevention/intervention programs at a variety of sites, including middle schools, high schools, group homes, and community organizations.
- Facilitate small group discussions and activities focused on building healthy relationships, communication, conflict resolution, animal welfare, and advocacy.
- Guide students through positive reinforcement dog training and other animal-assisted activities.
- Assist with evaluating and preparing shelter dogs to participate in programs.
- Prepare and conduct Friends for Life Summer Camp for large groups of 20+ campers, ages 8-13 and groups of Counselors-in-Training, ages 14-17; lead animal-themed games, activities and projects.
- Assist with Animal Safety Net (ASN) intake processes, client communications, and outreach presentations for adult audiences, as needed.
- Coordinate and teach Pet Care Workshops for ages 6-12.
- Contribute to curriculum development and create educational materials, as needed.
- Train, support, and help supervise Humane Education volunteers and contract staff.
- Act as a liaison between the Humane Education Department and local educators, community groups, etc.
- Occasionally attend outreaches with schools, camps, community groups, etc.
- Maintain a high level of communication and work collaboratively with all personnel in a manner that is consistent with agency policy.
- Maintain records as required to ensure that accurate and timely information is available for department and administrative reports.
- Perform office work including filing, organizing, ordering supplies, copying, etc.
- Perform other department duties as necessary.

Job Related and Essential Qualifications:

- Demonstrated interest in violence prevention, youth development, and/or human-animal interactions.
- Ability to respectfully work with youth diverse in age, race, gender, culture, and socioeconomic status, and to build trusting relationships with them.
- Strong oral and written communication skills with and for a variety of audiences, including ability to author/edit educational materials, and to speak in public.
- Ability to work well and execute projects both as a team and independently.
- Maturity and good judgment; ability to perform the job in a professional manner, work efficiently under pressure, and manage multiple priorities.
- Ability to work well and communicate effectively, both orally and in writing, with the public, fellow employees, students, teachers and volunteers.
- Ability to understand and carry out oral and written instructions.
- Strong capacity to work well with people diverse in age, race, gender, culture, socioeconomic status, etc.
- Highly motivated and well-organized.
- Ability to operate a vehicle observing legal and defensive driving practices.
- Ability to work different shifts, weekends and holidays as assigned

- Willing to travel between various offices and school districts.
- Must be able to pass background checks and fingerprinting with the DOJ and FBI.

Knowledge of:

- Teaching, counseling, and/or group facilitation strategies.
- Positive behavior supports and classroom/group management.
- Dog behavior and handling preferred.
- Spanish language preferred.
- Computer applications (Word, Excel, etc.)
- Usage of office equipment (projector, copier, telephone, etc.)

Other Essential Qualifications:

License Required – Possession of a valid and appropriate California Driver’s License will be required prior to employment. A valid license must be maintained in the course of employment. Insurable to drive company vehicle.

Physical Demands – While performing this job, the employee is regularly required to use hands and fingers; handle or feel objects, tools or controls; reach with hands and arms; talk loudly and clearly; and hear. Requires the mobility to stand, walk, sit, kneel, crouch and crawl. Performs work, which includes walking large dogs, lifting, carrying and/or pushing of 50 lbs. or more.

Working Conditions – Dealing with an office environment in which the noise level is generally moderate, but on occasion will be high. Possibly dealing with dangerous or hostile youth and/or general public. Operations of a vehicle under all types of weather and road conditions. In the shelter there is often a very high noise level and possible exposure to parasites and infectious diseases.

Experience and Training:

- Experience working with underserved youth in educational, mental health, and/or youth development settings.
- College degree mandatory; degree in Education, Counseling, or related field preferred.
- California teaching credential preferred.

Application Deadline: Open until filled
Salary Range: \$35,000-40,000/year This is a full time non-exempt position with benefits
Employment Location: Position works out of our Long Beach and Hawthorne Pet Adoption Center

Email resume with cover letter to Jobs@spcaLA.com Resumes w/o cover letters will not be considered.