

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Humane Education Assistant</b>	Department:	Animal Care & Control
Requisition Number:	2019211		
Hours:	28 Hours per week, varies depending on need	Rate of Pay:	\$13.1493 per hour
Date Posted Up:	10/18/19	Date Posted Down:	Until Filled
Time Up:	10:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Community Relations & Education Specialist, incumbent assists with fund-raising, video production, still photography, computer data entry, business correspondences, and presents programs and activities designed to educate the community on the surplus animal population and other animal related issues. Incumbent will be instrumental in the delivery of program services. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

Learns and presents programs to children and assists with activities designed to educate the community on the surplus animal population and other animal related issues;

**OPERATIONS & DEPARTMENT SUPPORT**

- Uses various office and audio-visual equipment including video camcorders, studio lights, video editing system(s), VCR/DVD/Microcassette/DVR/Digital recorders, microphones, and computer software applications including but not limited to MS Word, Excel, and MS Publisher. Basic working knowledge of Photoshop and/or other photo altering/editing;
- Ability to handle adoption animals safely and humanely with the ability to learn/understand basic animal body language, handling and or experience with animals will be preferred;
- Basic understanding of still photography; photo-taking, downloading, editing, and uploading to various platforms;

**INFORMATION & COMMUNICATION**

- Conducts tours for groups through the Animal Care & Control Shelter;
- Assists with dispersing educational materials to schools, businesses, and direct mailings;
- Prepares business correspondences;
- Assists with the development, taping, and production of educational videos;
- Assists with special community awareness and fund-raising events;
- Works occasional evening and weekend hours with community awareness and fund-raising events;
- Works evening and weekend hours with the shelter's Animal Care Teen Program (A.C.T.);
- Plans and implements A.C.T. programming, speakers, field trips/tours and is responsible for safety and oversight of up to 40 adolescents between the ages of 13-17 years old;
- Assists with various workshops and meetings designed to provide information about shelter activities, humane education, and pet owner responsibilities;
- Attends meetings of the Humane Education Advisory Council;

- Experience and understanding of various social media platforms including but not limited to Twitter, Instagram, and Facebook;
- Manages Kind News Subscriptions to 500+ teachers/classrooms;
- Ability to seek out and secure sponsorships, acquire auction/raffle items, market fundraisers, and create relationships with various businesses and or vendors;
- Effective communication skills both oral and written.

**MARGINAL FUNCTIONS**

Performs any and all other duties as required.

**PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

**SUPERVISORY RESPONSIBILITIES**

Incumbent does not supervise any staff but may have one or two Volunteers assigned to assist incumbent with special projects.

**MINIMUM REQUIREMENTS**

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE**

- Knowledge of or the ability to learn the principles of animal welfare issues;
- High School Diploma, computer software knowledge, and previous experience working with children's groups as a school or recreation center assistant, camp counselor, nature guide, scout assistant, pre-school attendant or other related experience;
- Knowledge of photography and/or video production, video equipment and editing software.

**OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Ability to type accurately and use a computer with MS Word, Excel, MS Power Point, and MS Publisher;
- Ability to learn and operate shelter database system;
- Ability to establish and maintain effective working relationships with other staff, educators, and general public.

**LANGUAGE SKILLS**

Ability to write and speak clearly and concisely; Ability to successfully communicate animal welfare issues to children and adults. Incumbent must have effective communication skills and be able to present program information clearly, create dialog and script copy for video productions, professionally and accurately with limited supervision.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License if City vehicle is used.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate, however, in the kennels it is loud.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

## **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.