



## **Humane Education Assistant (Paid Internship)– Animal Welfare League of Arlington in Arlington, VA**

### **Humane Education Assistant – Paid Internship (2 positions available)**

The Animal Welfare League of Arlington is seeking dependable, hardworking college students or newly graduated high school students interested in teaching our mission to promote empathy for animals through educational programs. The Humane Education Assistant Interns are responsible for leading our summer camp programs in engaging lessons and activities. Working with a variety of ages, daily programs are filled with games, crafts, educational lessons, special speakers, animal encounters, and more. Depending on the format of camp, whether virtual or in-person, we will limit the number of participants to ensure safety and ability to keep everyone engaged. If in-person, we will be following strict COVID procedures and cleaning protocols to ensure the safety of all participants and staff. Our educational internship program provides opportunities to expand leadership skills, develop better group management techniques, improve positive communication skills with children, work on strategic planning, organizing, and provides the ability to lead educational programs through effective public speaking. This position is based in Arlington, Virginia.

### **About the Animal Welfare League of Arlington**

The Animal Welfare League of Arlington (AWLA) provides animal adoption and community programs to Northern Virginia and D.C. Metropolitan areas, as well as animal rescue, control, and wildlife services within Arlington County. For more than 75 years, AWLA has remained committed to its mission to improve the lives of animals and the people who love them by providing resources, care, and protection. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization.

The Animal Welfare league of Arlington is dedicated to creating a humane community in which animals and people live together harmoniously. For more information, please visit [www.awla.org](http://www.awla.org).

### **Reporting Relationships**

This position reports to the Director of Community Support and works within a team of 2-3 additional staff members. The Humane Education Assistant will also work closely with League staff, volunteers, and the public.

### **RESPONSIBILITIES**

- Plan, coordinate, and implement Humane Education Presentation content (virtual/in-person)
- Lead and/or Co-lead Humane Education Presentations and League Tours (virtual/in-person)
- Help create and brainstorm ideas for education programming
- Cultivate a safe, fun, and engaging environment
- Facilitate daily art and craft activities (virtual/in-person)
- Ensure participant and animal safety throughout programs
- Set up and breakdown equipment and activities related to summer camp
- Maintain inventory of education supplies for camp
- Responsible for behavior management of camp

- Additional duties as assigned

### **Required Qualifications**

- Current enrollment in an undergraduate program with a full-time status, returning/starting in fall 2021 (minimum 12 credit hours)
- Excellent communication, counseling and interpretation skills
- Strong public speaking skills including experience presenting information to a wide variety of audiences
- Exceptional interpersonal skills and demonstrated ability to write clearly and effectively
- Demonstrated ability to engage, inspire and instruct children
- Available to work all camp dates/times, 35 hours per week for 9 weeks as follows:
  - **Mandatory Training (Thursday, June 10<sup>th</sup> – Friday, June 25<sup>th</sup>)**
  - **Camp sessions: (Monday, June 28<sup>th</sup> – Friday, August 13<sup>th</sup>)**
  - **One (1) week break: TBD**
- Computer literacy including Zoom, Canva, MS Word, Excel, email and database skills
- Ability to receive clearance through the Department of Justice NSOPW search or other background clearance
- Must have access to a computer with internet access and Zoom capability

### **Desired Qualifications**

- Undergraduate working towards a degree in Early Childhood Education or related field
- Teaching experience and curriculum planning knowledge
- CPR/First Aid certification
- Experience in the field of animal welfare or animal shelter
- Past experiences as a camp counselor

### **Personal Characteristics**

- Ability to think analytically and problem solve, combined with a willingness to ask questions and work collaboratively
- Ability and desire to work with children from diverse communities
- Resourceful and creative thinker
- Enthusiasm and energy to make camp sessions and the workplace an enjoyable environment
- Highly organized, and detail-oriented self-starter
- Positive, enthusiastic, professional image in representing AWLA, both internally and externally

### **Travel Requirements**

None

### **Typical Physical & Mental Demands**

Requires prolonged sitting or standing with some bending, stooping and stretching, eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other office equipment. May be required to lift items and animals and be physically active. Requires normal range of hearing and eyesight to communicate with shelter animals, the public, volunteers, campers, and staff. Also requires flexibility to readily adapt to a fast paced ever changing environment.

Must enjoy working with children ages 6 - 13.

Must be comfortable handling dogs, cats, and small companion animals.

### **Compensation**

This is a part time, temporary, 20-35 hour per week, non-exempt, hourly position beginning on June 10<sup>th</sup>, 2021 with an anticipated end date of August 18<sup>th</sup>, 2021. There is a one-week, unpaid break that will be determined by the start date. There are no medical benefits or vacation/sick time associated with this temporary/seasonal position. Compensation for this position is \$11.25 per hour, paid on a bi-weekly basis.

### **To Apply**

Please submit the following application materials to Claudia West and apply directly through our [website](#)

1. A thoughtful cover letter describing your interest in the position and relevant experience/qualifications -- including your experience working with children
2. Your cover letter should also include your understanding of the requirement to be available each day during camp sessions
3. Current and up to date resume
4. Unofficial transcript

AWLA welcomes applications from people of color, indigenous people, LGBTQ individuals, and other communities that have been marginalized and disproportionately impacted by violence and abuse. AWLA maintains a diverse and dynamic workforce and is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment and promotions without regard to race, color, religion, gender, sexual orientation, gender identity, marital status, veteran status, age, national origin, disability, or any other basis protected by federal, state or local law. Applications will be considered on a rolling basis. Position will remain posted until filled. **No phone inquiries, please.**