



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, in groups no larger than twenty (20) children, daily programs are filled with games, crafts, educational lessons, special speakers, animal encounters, and more. 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

Since 1944, the Animal Welfare League of Arlington has been committed to improving the lives of animals. The League provides temporary care and refuge for homeless and suffering animals; places animals in loving responsible homes, provides animal control services to Arlington County, and subsidizes county funds to provide a wealth of animal welfare and community services. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization.

The Animal Welfare league of Arlington is dedicated to creating a world where all companion animals find compassionate and permanent homes. For more information, please visit www.awla.org

Reporting Relationships

This position reports to the Director of Community Support and works within a team 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
- Lead and/or Co-lead Humane Education Presentations and League Tours
- Help create and brainstorm ideas for education programming
- Cultivate a safe, fun, and engaging environment
- Facilitate daily art and craft activities for each of the Day Camps
- 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 fall 2020 (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 8 weeks as follows:
 - Mandatory Training (Thursday June 25th – Saturday June 27th)
 - Camp sessions: (Monday, June 29th – Friday, July 17th) and (Monday July 27th – Friday August 14th)
 - One (1) week break: Monday July 20th – Friday July 24th
- Computer literacy including MS Word, Excel, email and database skills
- Ability to receive clearance through the Department of Justice NSOPW search or other background clearance

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

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 place to be
- 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, 35 hour per week, non-exempt, hourly position beginning on June 25th with an anticipated end date of August 14th, 2020. There is a one-week, unpaid break, July 20th – July 24th and there are no medical benefits or vacation/sick time associated with this temporary/seasonal position. Compensation for this position is \$11.00 per hour, paid on a bi-weekly basis.

To Apply

Please submit the following application materials to Claudia West at jobs@awla.org with **Humane Education Assistant Intern** in the subject line:

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

Animal Welfare League of Arlington is an Equal Opportunity Employer, with a commitment to diversity in the workplace.

Applications will be considered on a rolling basis. Position will remain posted until filled. No phone inquiries, please.