

Ottawa Humane Society

Job Description

Job Title: Attendant: Outreach

Overall Purpose: Under the direction of the Supervisor: Programs, the Attendant: Outreach is responsible for facilitating programming at the Ottawa Humane Society.

In accordance with the OHS objectives, philosophies and policies and procedures, the Attendant: Outreach is responsible for the following:

Professional Responsibilities:

- Host and facilitate events for children and youth
- Provide a professional experience
- Lead educational activities, entertainment and games
- Conduct tours of the Ottawa Humane Society
- Plan, set up and take down of decorations and equipment
- Schedule volunteers and animals with the appropriate staff and managers
- Communicate with parents and children in a professional way
- Supervise children and child-animal interaction
- Ensure animals and children safe at all times.

Administrative Responsibilities:

- Represent OHS in a professional manner
- Be thoroughly familiar with pertinent legislation, regulations, guidelines, OHS policies and good animal care practices
- Attend staff meetings and other meetings as required
- Provide training to volunteers
- Monitor supplies
- Take final payments for programs, as required
- Be familiar and ensure compliance with all health and safety policies and procedures
- Maintain OHS facilities and equipment

Program Development

- Participate in appropriate OHS committees
- Assist in evaluation of OHS programming
- Participate in the identification and achievement of OHS objectives
- May be required to participate in public relations and promotional activities

Education and experience:

- Grade 12 graduation diploma

- Minimum of three months experience working with children and youth
- First aid certification
- Excellent interpersonal and facilitation skills
- Ability to relate to persons of all ages and of diverse backgrounds, skills and abilities
- Animal handling experience preferred

Languages:

- Advanced verbal skills and written skills in English are required
- Bilingualism (English/French) is preferred

Essential duties and working conditions:

- Employees may be required to work evening, holiday and weekend shifts
- Employees will be required to wear a uniform designated by the employer
- Employment is conditional upon the ability to work around all species of animals safely.
- Employment is conditional upon maintaining confidentiality of OHS information

Job Description:	Attendant: Outreach		
Issued date:	January 20, 2012	Approved:	
Revised date:	March 19, 2015	Approved:	
Revised date:	August 30, 2017	Approved:	
Revised date:	February 8, 2018	Approved:	
Revised date:	April 17, 2018	Approved:	
Revised date:	December 4, 2019	Approved:	
Revised date:		Approved:	