



## Ottawa Humane Society Job Description

<b>Job Title:</b>	Attendant: Outreach
<b>Reports to:</b>	Supervisor: Programs

### JOB PURPOSE

The Attendant: Outreach is responsible for facilitating public programming at the Ottawa Humane Society (OHS)

### DUTIES AND RESPONSIBILITIES


- Support the planning and implementation of OHS events for children, youth, and adults
- Lead educational activities, entertainment, and games
- Conduct tours of the Ottawa Humane Society
- Plan, set up, and take down of decorations and equipment
- Supervise children and child-animal interaction ensuring safety
- Monitor supply levels, reporting supply needs to supervisor
- Maintain education centre and outreach areas, facilities, and equipment
- Accept payments for programs as required
- Support the activities of coworkers, volunteers, students and work placements and provide orientation and training as required
- Be thoroughly familiar with pertinent legislation, regulations, guidelines, OHS policies, procedures, collective agreement, and good animal care practices
- Produce and maintain accurate reports, records, and files
- Participate in supervision, evaluation, training and other meetings as required
- Participate in the identification and evaluation of OHS program goals and objectives
- Participate in professional development opportunities
- Represent the OHS in a professional manner
- Participate in public relations and promotional activities as required

### QUALIFICATIONS

- Secondary school diploma or equivalent
- Minimum of three months' experience working with children and youth
- Current Standard First Aid CPR-C and AED Certification is required
- Professional working proficiency in spoken and written English is required
- Bilingual (English/French) is an asset

### WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employment is conditional upon providing a current Level 3 Vulnerable Sector Check
- Employee will be required to work evening, holiday and weekend shifts
- Employment is conditional upon having and maintaining Current Standard First Aid CPR-C and AED Certification
- Employee will be required to wear a uniform designated by the employer
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

<b>Approved by:</b>	
<b>Date approved:</b>	July 2022
<b>Last reviewed:</b>	