



## Youth Program Assistant (Paid Internship) \$12.00 per hour

### Your day to day

The Animal Welfare League of Arlington is seeking a dependable, hardworking college student or newly graduated high school student interested in teaching our mission to promote empathy for animals through educational programs. The Youth Programs Assistant is 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. For the 2023 summer camp season, camps will be filled with between 10-12 campers from 9am-3pm. We will continue to follow COVID procedures based on CDC guidelines and practice strict cleaning protocols to ensure the safety of all participants and staff. Our educational internship program will provide opportunities to expand leadership skills, develop better group management techniques, improve positive communication skills with children, work on strategic planning, organizing, and provide the ability to lead educational programs through effective public speaking. This position is based in Arlington, Virginia.

### Who we are

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)

### Responsibilities for this dynamic position:

- Plan, coordinate, and implement Educational Presentation content (virtual/in-person)
- Lead and/or Co-lead Educational 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
- 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
- Help with educational outreach events with our Community Support Department
- Other duties as deemed necessary and consistent with the mission of the League

### Your qualifications:

- Current enrollment in an undergraduate program with a full-time status, returning/starting in fall 2023(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
- Ability to maintain composed in stressful, sensitive or emergency situations
- 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 8th to Friday, June 16th, 2023**
  - **Camp sessions: Tuesday, June 20th to Wednesday, August 16th, 2023**
  - **One (1) week(unpaid) break: July 24th - July 28th**
- 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

**Bonus Point if you have:**

- 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 experience as a camp counselor

**You are:**

- Passionate about the mission of the Animal Welfare League of Arlington
- Energetic, hard-working, and just want to bring your talents to AWLA
- Organized and a detail-orientated self-starter
- Positive, enthusiastic, and professional
- Able to be discreet with confidential information

**Typical physical & mental demands (this can vary day to day)**

Requires frequent bending, reaching, stooping, kneeling, walking/standing, eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other equipment or machinery. Will have exposure to injured and deceased animals, disinfectant solutions, and variable indoor and outdoor temperatures. May assist in animal restraint and deal with distressed or dangerous animals, and could be subject to bites and scratches. Requires manual dexterity to keep a strong animal on leash or operating a door while holding a strong animal on leash simultaneously. May be required to lift heavy items or animals (upwards of 50 lbs) and be otherwise physically active. Requires normal range of hearing and eyesight to communicate with the public, volunteers, staff, and animals. Also requires flexibility and adaptability to work with frequent interruptions.

Must be comfortable around dogs, cats, small companion animals, reptiles, amphibians and wildlife.



Will be required to receive rabies prophylaxis and tetanus vaccinations.

Must enjoy working with children ages 6 - 13.

**Generous compensation**

This is a part time, temporary, 20-35 hour per week, non-exempt, hourly position beginning on June 8th, 2023 with an anticipated end date of August 16th, 2023. There is a one-week, unpaid break from July 24th thru July 28th, and there are no medical benefits or other benefits associated with this temporary/seasonal position. Compensation for this internship is \$12.00 per hour, paid on a bi-weekly basis

**Apply today:** Submit your application materials to Claudia West and apply directly through our website: <https://www.awla.org/about/careers/>

If you are not able to access our website, please submit application materials to Claudia West at [jobs@awla.org](mailto:jobs@awla.org) with **Youth Programs Assistant** in the subject line.

- A cover letter describing your interest in the position
- Current up to date resume

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.**