



Job Title: Youth Programs Coordinator
Reports to: Sgt Animal Control & Dir of Community Programs
Location: Arlington, VIRGINIA

Department: Community Programs
Status: Full time, non-exempt
Salary Range: \$17.11 - \$22.60 per hour

Benefits: We offer premium medical benefits, dental and vision insurance; separate vacation and sick time accruals, 12 annual paid holidays plus 8 annual floating holidays (for 2023; and flexible working hours. After 2 years of employment, employees qualify for a retirement contribution of 7%. This position also qualifies for the Public Service Loan Forgiveness Program and the League pays a salary bonus for language ability in: Arabic, Mandarin, Sign Language, Spanish or Vietnamese. Plus, free pet adoptions, pet vaccines and more!

Summary: The Youth Programs Coordinator is responsible for developing and implementing youth programs to foster a safe space and teach humane education topics to the public. This role focuses on and includes: planning, scheduling, and leading youth education programs for the League both at the shelter and in the community. This role will also be responsible for collecting and analyzing data to determine the impact and growth of the programs. This position works closely with the Community Resources Team, youth program interns, and League volunteers to implement these educational programs. To learn more about the Animal Welfare League of Arlington and how to apply, please visit us at <https://www.awla.org/about/careers/>

Responsibilities include the following however other duties may be assigned:

- Develop, coordinate, and implement youth programs at the League (both virtual & in-person). Including but not limited to:
 - Youth Educational tours
 - Paws & Read
 - Community & School presentations
 - Virtual Workshops
 - Summer Camps (ages 6-13)
 - Animal Allies Camp (ages 10-13)
 - Senior High School Volunteers & Scout Projects
 - Additional programming as needed
- Cultivate a safe, fun, and engaging environment for youth programs
- Work in collaboration with foster coordinators to train and support Junior Fosters as necessary
- Work in collaboration with volunteer coordinator to train, support, and coordinate with Teen & Tour Volunteers as necessary
- Oversee organization of youth program materials and documents (physical and electronic documents included)
- Work with a supervisor to develop and oversee a budget and track necessary data for youth programming.
- Work with the Communications Specialist to promote these programs to the public as necessary

Supervisory Responsibilities: none; however, this position may support the supervision of summer camp assistants and teen volunteers if needed

Qualifications:

- Professional work experience in a similar role, preferably in an educational and/or animal welfare environment
- Experience delivering educational programming and supervising children in a classroom/group setting
- Ability to work comfortably with and around animals following internal procedures and protocols. Some animal handling (cats, dogs, small companions) experience a plus



- Passion and commitment to the ethical treatment of animals and people including seeking continued education on the best practices in the fields of animal welfare, community and humane education
- Excellent people and customer service skills, pleasant demeanor, patient and professional
- Comfort with public speaking and speaking to large groups both in person and virtually
- Flexible schedule with the ability to work evenings, weekends, non-standard hours and overtime, if needed
- Detail oriented with proven organizational and follow through skills, capacity to work well under pressure and in a fast-paced environment
- Strong computer literacy, Microsoft Office, Google Suite, etc.
- Valid driver's license and clean driving record
- Ability to pass a background clearance
- Ability to work both independently and as part of a team in a hands-on work environment with excellent people service skills
- Ability to maintain calm, composed and positive in stressful, sensitive or emergency situations
- Adaptable to shifting needs, evolving priorities and urgent situations that arise
- Ability to maintain discretion with confidential information
- Have a passion for the mission and a deep commitment to the goals of the organization

Typical physical & mental demands: 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.

Vaccination requirement: Upon hire, employees will be required to receive rabies prophylaxis and tetanus vaccinations.

*We welcome applications from people of color, indigenous people, LGBTQ individuals, and other communities that have been marginalized and disproportionately impacted by violence and abuse. We aim to maintain a diverse and dynamic workforce and are 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 and positions remain posted until filled. **No phone inquiries, please.** The Animal Welfare League of Arlington is a 501(c)3 non-profit organization.*