

Job Announcement

Party Host – Tour Guide

Willamette Humane Society
Salem, Oregon

Celebrating the bond between companion animals and humans.

POSITION - Reports to the Humane Education Coordinator (on-call, temporary position with no guarantee of hours)

PURPOSE OF THE POSITION:

The position of Birthday Party Host is on-call and temporary, and requires flexible hours to coordinate parties scheduled at least two weeks in advance.

KEY RESPONSIBILITIES:

The key responsibility of this job is to host scheduled birthday parties, to include shelter tour, assisting with craft projects, set-up and clean-up. Most two hour parties require a three hour commitment.

Perform job duties in a positive, helpful manner. Willingly assist the public in all aspects of shelter programs. Share information to enhance the public's knowledge of animal welfare as well as their knowledge of the Humane Society's mission and programs. Other duties and responsibilities are as follows:

CONTROLS OVER WORK:

The birthday party host works under the direction of Humane Education Coordinator

CONTACTS WITH OTHERS:

The birthday party host will have regular contact with staff, volunteers and the general public. As a representative of WHS, all social interactions require respectful exchanges and a professional demeanor.

WORKING CONDITIONS:

The birthday party host will work within the shelter setting. Activities will generally occur inside, however, in good weather there may be activities outside.

PHYSICAL DEMANDS:

Must be able to do room set-ups with chairs and tables, install decorations and use standard office equipment such as computers, copiers, etc. Physical demands include, but are not limited to, lifting, stretching, bending, walking, moving items, climbing ladders, etc. to carry out primary duties.

REQUIREMENTS:

Education and Experience:

- A minimum of a high school diploma with sufficient work experience, education and/or training to successfully do the work described.
- Able to read, write and speak clearly in English so that written and oral instructions can be followed.

Knowledge:

- Knowledge of Willamette Humane Society programs and/or animal behavior is required.
- Knowledge or experience with child development and/or psychology required.

Skills:

- Excellent verbal communication skills with the capacity to relate to children of varied ages for conducting Humane Society tours, craft projects, group tasks and to coordinate with party customers.
- Strong time management skills to prepare for parties, coordinate activities, remain on schedule and complete clean up after the party within the time period allotted.

Additional Requirements:

- Must have a demonstrated enthusiasm and passion for the mission of the Willamette Humane Society.
- Friendly, outgoing, articulate person who likes children.
- Able to work on-call for a short period of time without guarantee of any number of hours.
- Must be able to work cooperatively with other staff and the public, and to carry out responsibilities in a professional manner.
- Must have demonstrated the ability to maintain order while being professional, polite and friendly.
- Must have experience working independently with groups of children of all ages.
- Must be willing and able to communicate tactfully.
- Must be able to pass a criminal background check.
- Must have demonstrated excellent time management skills and the ability to meet deadlines in a timely fashion.

COMPENSATION:

Pay Rate: Begins at \$9.00 per hour

APPLICATION PROCESS:

A complete application package will include:

- a completed and signed WHS job application form
- a cover letter explaining your interest in this position

A completed and signed job application form is required and a résumé alone will not meet this requirement. There is no relocation benefit for this position. The application form is available on our website or to request an application form, contact WHS Human Resources in one of the following ways:

Email: employment@willamettehumane.org

Fax: 503-585-7906

Phone: 503-585-5900, ext. 306

Mail: WHS

Drea Dixon, HR Generalist

PO Box 13005

Salem, OR 97309

APPLICATION DEADLINE: Completed application materials will be reviewed upon receipt. This position is open until filled.

OTHER INFORMATION:

Under the provisions of the Immigration and Reform Act of 1986, the successful candidate will be required to provide evidence of identity and eligibility for employment. WHS is an Equal Opportunity Employer that does not discriminate on the grounds of race, religion, national origin, marital status, disability, sexual orientation or any class protected by law. WHS is a drug free/smoke free workplace. Employment will be contingent upon successfully passing a drug screen conducted at the Society's expense.

WHS's mission is to promote animal welfare through leadership, education and action. We are a progressive animal shelter dedicated to maintaining the health and wellness of animals and rehoming of companion animals. WHS is an independent, private nonprofit corporation that has served more than 400,000 discarded, abused, abandoned and lost animals in the Mid-Willamette Valley since 1965. Last year, WHS found homes for more than 4,600 companion animals either through adoptions, rescue groups, or by returning lost pets to their families. More information is available at www.willamettehumane.org.