



**Title:** Education Ambassador

**Department:** Community Engagement

**Reports to:** Director of Community Engagement & Volunteer Manager

**Updated on:** 4/5/16

**Status:** Unpaid Volunteer

**Hours:** TBD

**Brief Description:**

You will assist with the delivery of interactive presentations to youth and groups interested in learning more about our shelter, animal safety, and other relevant topics. The mission of our education program is to increase awareness, and foster a life-long commitment to animals. Volunteers in this position must be comfortable with speaking in-front of a group, and interacting with children.

**Responsibilities:**

- Meet Mission & Vision of Tulsa SPCA.
- Comply with all Tulsa SPCA policies and procedures, including a high standard of dependability for promptness and attendance.
- Assist with preparing materials and handouts for education programs
- Assist with the presentation of education programs
- Completing other duties as assigned

**Qualifications:**

- At least 18 years old
- Must exhibit strong interpersonal and customer service skills; along with excellent verbal and written communication skills.
- Must exhibit strong skills of attention to detail, and task orientation.
- Flexible and adaptable to fast paced environments, and stressful situations.
- Multi-task and self-starter, ability to learn quickly.
- Must remain professional, calm, polite, friendly and empathic at all times; even during stressful situations.
- Must complete Adoptions, cat, and dog 101 training.