



Wellington SPCA

Our mission is to promote the humane treatment of animals and to prevent cruelty to animals. We do this by providing food, shelter, veterinary care, love and the chance to find a new home for unwanted, abused and neglected animals in the Wellington region.

Position Title:		Humane Education Support Volunteer	Position ID	HESV
Department: Education Department				
Reports to: Humane Education Officer				
Working relationships: Other SPCA staff/volunteers				
Job location:	Newtown animal centre and offsite locations such as Newtown Hall	Employment status:	Volunteer	
Minimum age requirement:	16 years	Start date:	ASAP	
Shift days and times:	Weekends Times will vary according to bookings.	Minimum time commitment in this role:	6 months	
Hours per week:	Minimum of two shifts every month.	CV Required:	Yes	
Special working conditions:	This role is based around working with children and animals.			
Key areas of responsibility:				
<ul style="list-style-type: none"> • Creating materials for different events and activities including creating games, sewing, putting together party bags, etc. • Setting up and cleaning up after events. • Helping to run events. • Supervising children and animals at events. • Helping with the administration of our Animal Crew children’s events including data entry and mailings. 				
Skills required:				
<ul style="list-style-type: none"> • Great people skills – good at talking and interacting with people of all ages face-to-face, on the phone, etc. • Enjoy working with children. • Creative thinker. • Initiative to help where needed and learn new things. • Enthusiasm and energy to encourage participation. • Ability to deal with different situations in a reasonable and diplomatic manner. • Comfortable working closely with animals. • Empathy towards animals and an understanding that the animals come first at Wellington SPCA. 				
Qualifications required:	No qualifications are required. A police check will be carried out on everyone who volunteers in this role.			
Experience required:	Experience working with children and/or animals would be an advantage			