

## POSITION DESCRIPTION

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**POSITION TITLE:** School Programs Coordinator

**UPDATED:** December 2017

**SUPERVISOR'S TITLE:** Education Manager

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### **POSITION PURPOSE**

The Virginia Zoo has an opening for a full-time School Programs Coordinator. The School Programs Coordinator is responsible for the coordination and oversight of many Virginia Zoo education programs, including on-site school programs and guided tours. This position acts as liaison between the zoo and local schools and school systems. The School Programs Coordinator also plays a key role training and overseeing part-time education staff and as a member of the Summer Safari Camp team.

### **POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

### **ESSENTIAL FUNCTIONS**

- ▶▶ Develops or oversees the development, implementation, and evaluation of on-site school programs, applying local, state and national curriculum standards when appropriate
- ▶▶ Develops or oversees the development, implementation, and evaluation of guided tours
- ▶▶ Supports other Zoo departments with the creation of educational content for Zoo events and other activities as assigned
- ▶▶ Maintains the School Programs portion of the education budget, with the Education Manager
- ▶▶ Trains and evaluates all program presenters and tour guides, including Program Assistants, Education Instructors, and Zoo Crew to ensure programs are presented and tours are conducted correctly and effectively
- ▶▶ Conducts ongoing evaluation of all school programs, and staff conducting these programs, which includes regular observation of programs and instructors
- ▶▶ Acts as a liaison with local schools and school systems
- ▶▶ Promotes school programming in coordination with other Education Staff, Marketing, and other departments
- ▶▶ Serves as the camp lead for Spring and Summer Safari camps when designated
- ▶▶ Supervises Program Assistants and other part-time staff on other specific projects
- ▶▶ Maintains proficiency in the handling and presentation of up to Animal Handling Level 6 or higher
- ▶▶ Is familiar with and prepared to present all current programs of the Education Department
- ▶▶ Collaborates with other Program Coordinators in the maintenance and organization of all program materials and supplies
- ▶▶ Collaborates with other Program Coordinators and the Education Manager in the training of all volunteers and education staff
- ▶▶ Stays up to date on current trends in education, conservation, ecology and zoology
- ▶▶ Other duties as assigned

## **EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES**

To perform this job successfully, an individual must have the following education and/or experience.

- ▶▶ Bachelor's degree in associated field and two years of progressive experience in related field
- ▶▶ Knowledge of zoology, ecology and informal education preferred
- ▶▶ Exceptional customer service skills
- ▶▶ Ability to work with individuals and groups of all ages
- ▶▶ Strong organizational and time management skills
- ▶▶ Excellent communication skills, both verbal and written, to establish and maintain effective working relationships with staff, volunteers, and the public
- ▶▶ Ability to serve in every respect and at all times as a goodwill ambassador for the Virginia Zoological Society and the Virginia Zoo in contacts with Zoo visitors and the general public
- ▶▶ Excellent ability to think logically in order to troubleshoot, analyze situations, and make sound business decisions
- ▶▶ Ability to handle multiple tasks in rapid succession
- ▶▶ Ability to work a flexible schedule, including weekends, holidays and some evenings
- ▶▶ Supervisory experience preferred

## **WORKING CONDITIONS**

To perform this job successfully, an individual must be able to work in the following conditions.

- ▶▶ This full-time regular position usually works a Monday-Friday schedule, but a flexible schedule is required. Some weekend, evening, and holiday work may be required.
- ▶▶ Be able to stand for long periods of time
- ▶▶ Be able to lift 30 lbs comfortably
- ▶▶ Be able to work in all weather and climate conditions including very hot temperatures and rain

## **ADDITIONAL REQUIREMENTS**

All candidates must be able to:

- ▶▶ Provide a negative TB test upon hire
- ▶▶ Pass a background check prior to hire
- ▶▶ Possess a valid Virginia's driver's license or the ability to obtain one
- ▶▶ Possess a current up-to-date Rabies vaccination or willingness to be vaccinated

## **SALARY**

\$30,000 per year

To apply please email your resume, cover letter and 3 references to [sandra.simmons@norfolk.gov](mailto:sandra.simmons@norfolk.gov) or fax to (757) 441-5408, attention Sandra Simmons, Human Resources by Friday, January 12, 2018.