

POSITION DESCRIPTION

POSITION TITLE: Education Programs Assistant
JOB TYPE: Part-time regular

DEPARTMENT: Education
REPORTS TO: Education Manager

POSITION PURPOSE

The Virginia Zoo's Education Department seeks an experienced and enthusiastic individual responsible for facilitation of the Zoo's varied education and guest experiences programs. This position requires knowledge of a variety of education and interpretive techniques as well as knowledge of natural history. A Programs Assistant actively collaborates with other staff and departments and maintains organization of programming preparations.

POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

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

- ▶▶ Facilitate and support all Zoo education programming
- ▶▶ Contribute to guest experiences through trail hosting, special events, exhibit talks, animal encounters, and other miscellaneous duties
- ▶▶ Collaborate with Program Coordinators to evaluate program themes and curricula of existing programs and assist in developing programs to enhance visitor experience and expand the Education Department's audience.
- ▶▶ Assist with the training and evaluation of Education staff and volunteers
- ▶▶ Become up to Level 6 or higher Animal Handling Certified and feel comfortable handling all 1-6 level program animals
- ▶▶ Handle and present program animals for education and/or guest experiences using proper protocols and interpretive techniques; presenting animals for Zoo Live Stage shows, Safari Camps, and special events
- ▶▶ Under direct supervision from the Program Animal Coordinator and Program Animal Husbandry Coordinator, assist in the husbandry and training of education program animals.
- ▶▶ Contribute professionally to a collaborative, innovative, and energetic work environment
- ▶▶ 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.
- ▶▶ Maintain and organize program supplies
- ▶▶ Other tasks as assigned

EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

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

- ▶▶ A degree in an applicable field of study in progress or commensurate experience
- ▶▶ Experience teaching science to audiences of all ages, particularly ecology, conservation, and biology.
- ▶▶ Excellent written and verbal communication skills
- ▶▶ Be creative, energetic, and self-motivated

WORKING CONDITIONS

To perform this job successfully, an individual must be able to perform the following:

- ▶▶ Stand for long periods of time
- ▶▶ Lift 30 lbs. comfortably
- ▶▶ Work in all weather and climate conditions including very hot temperatures and rain
- ▶▶ Work a flexible schedule with evenings, holidays, and weekends, as needed.

ADDITIONAL REQUIREMENTS

- ▶▶ All candidates must be able to provide a negative TB test and current up-to-date Rabies vaccination or be willing to receive one upon hire.
- ▶▶ All candidates must be able to pass a background check prior to hire.
- ▶▶ All candidates must possess a valid Virginia driver's license

This position is guaranteed 24 hours/week throughout the year with the option for more dependent on program bookings. This position starts at \$10/hr. To apply, all interested applicants should send a cover letter, resume, and list of three references to: Michelle Lewis, Education Manager at michelle.lewis@norfolk.gov