

## Rolling Hills Zoo Job Description



**Job Title:** Program Leader

**Reports to:** Education Curator

**Job Summary:** Provide fun and interactive, age-appropriate educational experiences to encourage wildlife conservation.

### **General Duties and Responsibilities:**

- Demonstrates a commitment to the Zoo's mission statement and core values.
- Performs duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a healthy work environment.
- Recognizes the needs of others and treats others with respect and dignity.
- Maintains good work habits and adheres to all policies and procedures.

### **Key Duties and Responsibilities** (including but not limited to):

- Reports to Education Curator providing updated information on current programming or needs.
- Creates, presents and leads educational programs, on and off-site for all ages.
- Ensures the safety of participants and volunteers in programs on and off-site.
- Sets up and tears down programs/camps.
- Ensures Ambassador Animals are presented in a safe and appropriate manner.
- Keeps track of release forms, distributes program evaluations and any other appropriate paperwork.
- Delegates and manages zoo teens through positive leadership and evaluates performance while giving feedback and guidance.
- Demonstrates an understanding of group dynamics and the ability to manage groups of children and adults in an engaging and friendly manner that fosters a positive experience for all.

### **Required Qualifications, Experiences, and Skills:**

- Must enjoy people of all ages and abilities.
- Must be able to work with zoo teens and adult volunteers, helping train them to aide in programs and camps.
- Strong public speaking and writing skills.
- Ability to work in a fast-paced environment.
- Willing to work a flexible schedule including nights and weekends.

### **Desired Qualifications, Experience and Skills**

- Worked in zoo/informal education settings
- Bi-lingual
- Special Education experience
- Willing to work a flexible schedule including nights and weekend

### **PHYSICAL EFFORT:**

- Position requires the ability to move about easily among various venues, both inside and outdoors.
- Occasional lifting of 40 to 50 pounds is required.
- Position requires the ability to remain standing for long periods of time, climb stairs, bend and stoop.
- Must have a valid motor vehicle operator's license.
- Position requires animal contact.
- The ability to safely handle small and power hand tools
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.