



## Position Description

### **INSECT ZOO ASSISTANT COORDINATOR**

#### **Position Summary:**

Assist with the coordination of animal care, staffing and public programming at the Insect Zoo.

**Resumes Accepted:** January 1<sup>st</sup> – March 15<sup>th</sup>

**Applicants will be notified of their status by:** April 15<sup>th</sup>

**Position Begins:** May 27<sup>th</sup> (estimate)

**Position Ends:** September 5<sup>th</sup> (estimate)

#### **Minimum requirements:**

Must be 18 years of age or older. High school diploma or GED with one year experience working with the public; or any combination of education and experience, which would provide the candidate with the desired skills, knowledge and ability required to perform the job. Post-secondary education in science or education is desirable. All applicants (18 and older) are subject to a criminal background check.

#### **Type of Position & Compensation:**

Full-time Temporary position. Some weekend work may be required.

Pay rate is \$9/hour.

#### **Required knowledge skills and abilities:**

- Ability to communicate effectively.
- Ability to provide direction to youth volunteers.
- Ability to develop and maintain effective working relationships with employees, volunteers, and the public.
- Knowledge of arthropods is helpful.

#### **Responsibilities:**

- Ensure the safety of all staff, volunteers, visitors and animals.
- Facilitate the daily operation of the Insect Zoo.
- Work cooperatively with all Zoo staff to ensure the success of the Insect Zoo
- Support all Zoo and Metro policies.
- Work to promote the Zoo as an educational environment.
- Help to create valued and meaningful roles for ZooTeens.
- Create a supportive atmosphere that provides ZooTeens a chance to grow as individuals.
- Help to further science education and career exploration opportunities for ZooTeens.

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**Specific Duties:**

- Responsible for some aspects of the seasonal operation of the Insect Zoo, as assigned by the Insect Zoo Coordinator.
- Take the lead in the planning and implementation of training program for ZooTeen volunteers (selection, training, record maintenance, scheduling etc....).
- Assist with the supervision of Insect Zoo Assistants and volunteers.
- Work with Animal Care staff to ensure the proper animal care techniques are practiced.
- Work with Security/Safety and Animal Care staffs to document safety procedures and protocols, for working with venomous animals.
- Assist with the development of new exhibits and the educational message of each.
- Work with the education staff to develop an effective, educational message(s) for interpretation occurring at the Insect Zoo.
- Serve as a role model for staff and volunteers on proper interpretive techniques.
- Promote a positive attitude to the Zoo and its programs
- Assist with the evaluation of staff and volunteers working in the Insect Zoo.
- Cooperate with Zoo staff to recognize the contribution of ZooTeens.
- Provide individual staff and volunteers with the instruction on skills necessary to be them effective educational interpreters.
- Work to ensure ZooTeens are continually challenged and encouraged to develop new skills.
- Develop curriculum for Insect Zoo outreach kits.

**Responsible To:**

The Insect Zoo Assistant Coordinator is supervised by the Insect Zoo Coordinator.

**Send Interest/Skills Overview, Cover Letter and Resume to:**

Education Division

Oregon Zoo

4001 SW Canyon Road

Portland OR 97221

or fax to: 503-220-5712