



Position Description

JUNIOR ZOOTEEN COORDINATOR

Position Summary:

This position coordinates all aspects of the Jr. ZooTeen program, which introduces students entering the 8th grade to conservation education and volunteering. Supervises a staff of temporary full-time or part-time employees.

Resumes Accepted: January 1st – March 15th

Applicants will be notified of the status by: April 15th

Position Begins: June 15th

Position Ends: Sept 7th

Minimum requirements:

- 21 years of age
- High school diploma or GED and 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.
- Science and/or education experience desirable.
- All applicants are subject to a criminal background check.

Type of Position & Compensation:

- Full-time Temporary position available.
- Some weekend work is required.
- Pay rate is \$9/hour.

Required knowledge skills and abilities:

- Ability to coordinate program including training week and on grounds activities.
- Ability to communicate effectively.
- Ability to supervise 8th graders in a class and on zoo grounds.
- Ability to develop and maintain effective working relationships with employees, volunteers, and the public.

Responsibilities:

- Ensure the safety of all Jr. ZooTeens, visitors and animals.
- Coordinate all aspects of the daily operation of the Jr. ZooTeen program including program organization, record keeping, and report writing and program assessment.
- Facilitate the daily operation of the Jr. ZooTeen program.

(over)

- Work as part of the ZooTeen management team to supervise Jr. ZooTeen staff and ZooTeen volunteers.
- Work cooperatively with all Zoo staff to ensure the success of the Jr. ZooTeen program.
- Support all Jr. ZooTeen, ZooTeen, Zoo and Metro policies.
- Work to promote the Zoo as an educational environment.
- Help to create valued and meaningful roles for Jr. ZooTeens
- Create a supportive atmosphere that provides Jr. ZooTeen a chance to grow as individuals.
- Mentor ZooTeens (high school volunteers) that work with Jr. ZooTeens.

Specific Duties:

- Promote a positive attitude toward the Zoo and its programs.
- Promote an appreciation for the role of volunteers in the community.
- Work with the Youth Volunteer Coordinator and other staff to develop and deliver the Jr. ZooTeen program.
- Schedule and supervise Jr. ZooTeen Supervisors.
- Facilitate open communication with ZooTeen parents.
- Assign Jr. ZooTeens to work areas and ensure a rotation/break schedule.
- Supervise the Jr. ZooTeens on-grounds activities.
- Maintain a consistent and open channel for information concerning all aspects of the program.
- Respond to disruptive behaviors in a prompt professional manner.
- Work with other Jr. ZooTeen and ZooTeen staff to maintain accurate records.
- Assist with the evaluation of individual Jr. ZooTeen's performance and the program as a whole.
- Consistently project a positive, supportive attitude to all Jr. ZooTeens, ZooTeens and staff.
- Cooperate with Zoo staff to recognize Jr. ZooTeens contributions and individual accomplishments.
- Provide instruction to develop skills required for effective educational interpreters.

Responsible To:

The Jr. ZooTeen Coordinator responsible to the Youth Volunteer Coordinator.

Send Resume and Cover Letter to:

Education Division
Oregon Zoo
4001 SW Canyon Road
Portland OR 97221
or fax to: 503-220-5712