



Position Description

OVERNIGHT ASSISTANT

Position Summary:

Overnight Assistants are responsible for implementing an educational program for groups (usually ages 6-12) staying overnight at the zoo. Overnight assistants will present animal focused, ecology based interpretive programs and activities as well as manage other program elements (child management, meals, set-up and clean-up) to create a fun and exciting learning experience for children.

Resumes Accepted: January 1st – January 31st

Applicants will be notified of their status by: February 15th

Position Begins: March 1st

Position Ends: mid-June

General Season: early September – mid-June

Minimum requirements:

- 21 years of age
- 2 years cumulative experience beyond high school in environmental education, zoology, biology, wildlife, or education fields
- 2 years working with children in formal or informal educational setting
- Valid driver's license
- First Aid/CPR Certified preferred
- Food Handler's Card
- All applicants (18 and older) are subject to a criminal background check.

Type of Position & Compensation:

- Part-time temporary position, generally 10-25 hours/month fall & winter and 10-25 hours/week spring. Employment dependent on enrollment.
- Pay rate is \$10/hour. (Overtime opportunities available)

Required knowledge, skills and abilities:

- Knowledge of ecology, zoology, biology and/or environmental education.
- Educational and interpretation skills.
- Child management skills.
- Ability to work cooperatively and independently within a team.
- Effective communication skills.
- Able to walk up to 3 miles during a shift.
- Able to lift and carry up to 25lbs.

(over)

Responsibilities:

- Presents interpretive program activities and tours for youth ranging in age from 6 years of age to adult.
- Assists with operational tasks and program activities.
- Adjust program to meet the needs of each participating group.
- Assists with program preparation: training of volunteers and staff, receive and distribute program supplies, prepare materials.
- Support all Zoosnooze, Oregon Zoo and Metro policies.
- Work cooperatively with all zoo staff and volunteers to ensure a positive experience for all participants.
- Consistently project a positive, friendly attitude to all students, parents, staff and volunteers.
- Ensure the safety of all staff, volunteers, visitors and animals.
- Provide opportunities for participants to express concerns and communicate these to the Overnight Coordinator.

Specific Duties:

- Lead a group of up to 15 on a nighttime zoo tour.
- Guide a group of up to 75 to program areas.
- Assist with set-up and clean-up of activities, meals, and arrival/departure of each group.
- Present thematic interpretive activities.
- Promote positive attitudes towards environmental awareness through well-planned activities.
- Create opportunities for all participants to feel capable, successful, and to have a positive social experience.
- Stay in a sleeping area overnight.
- Drive a 12-passenger van.
- Respond to disruptive behaviors and emergencies.
- Be aware and enforce specific security, safety and animal policies and procedures.

Responsible To:

Overnight Coordinator and the Education Program Coordinator.

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

Education Division

Oregon Zoo

4001 SW Canyon Road

Portland OR 97221

or fax to: 503-220-5712