



## Position Description

### **ZOOTEEN COORDINATOR**

#### **Position Summary:**

This position coordinates all aspects of the ZooTeen program, an education based volunteer program involving 300 plus high school age students. Supervises a staff of temporary full and part-time employees.

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

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

**Position Begins:** March

**Position Ends:** Mid September

#### **Minimum requirements:**

- 21 years of age
- High school diploma or GED and three years of work experience including experience with teenagers 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 biology, zoology, ecology, psychology, education and/or management is desired.
- All applicants are subject to a criminal background check.

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

- Part-time Temporary positions.
- Some weekend work is required.
- Pay rate is \$12/hour.

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

- Knowledge of biology, zoology and ecology.
- Skill in teaching children of various ages.
- Ability to coordinate the activities of a large seasonal program.
- Ability to organize complicated schedules and prioritize needs.
- Able to communicate effectively (orally and written).
- Ability to provide direction to volunteers and seasonal staff.
- Experience working with animals.
- Ability to develop and maintain effective working relationships with employees, volunteers, and the public.

#### **Responsibilities:**

- Ensure the safety of all ZooTeens, visitors and animals.

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- Work as part of the ZooTeen management team to supervise all ZooTeen Staff and volunteers.
- Coordinate all aspects of the daily operation of the ZooTeen program including program organization, record keeping, and report writing and program assessment.
- Work cooperatively with all Zoo staff to ensure the success of the ZooTeen program.
- Support all ZooTeen, Zoo and Metro policies.
- Work to promote the Zoo as an educational environment for teenagers.
- 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 students' science education and career exploration opportunities.

#### **Specific Duties:**

- Promote a positive attitude toward the Zoo and its programs.
- Work with Animal Management Staff to ensure all ZooTeen learn the proper care and handling of animals including record keeping and behind the scenes tours.
- Work with other supervisors and Zoo staff to ensure a consistent flow of information concerning all aspects of the program.
- Work with Youth Volunteer Coordinator and other staff to develop and deliver ZooTeen training.
- Assist in the recruitment and screening of potential ZooTeen staff and potential participants.
- Schedule and supervise ZooTeen supervisors
- Respond to disruptive behaviors in a prompt professional manner.
- Facilitate open communication with ZooTeen parents
- Work with other ZooTeen staff to maintain accurate records.
- Assist with the evaluation of individual ZooTeens and the program as a whole.
- Consistently project a positive, supportive attitude to all ZooTeens and staff.
- Cooperate with Zoo staff to recognize ZooTeens contributions and individual accomplishments.
- Provide individuals with instruction on skills necessary to make them effective educational interpreters.
- Work with other ZooTeen staff to provide on-going zoo based instruction to students and ensure they are continually challenged, and encouraged to develop new skills
- Mentor students as they develop new skills.

#### **Responsible To:**

The ZooTeen Coordinator is directly supervised by 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