



Position Description

ZOOTEEN SUPERVISOR

Position Summary:

This position supervises youth participating in an education based volunteer program for high school age students.

Resumes Accepted: January 1st – March 15th

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

Training: Takes place May and June (dates to be determined)

Position Begins: Mid-June

Position Ends: Labor Day

Minimum requirements:

- 18 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 and Part-time Temporary positions available.
- Some weekend work is required.
- Pay rate is \$9/hour.

Required knowledge skills and abilities:

- Ability to communicate effectively.
- Ability to provide direction to youth volunteers.
- 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.
- Facilitate the daily operation of the ZooTeen program.
- Begin and end ZooTeen shifts, ensuring ZooTeens are aware of upcoming events, announcements, and other information affecting the program.

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- 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 ZooTeen a chance to grow as individuals.
- Help to further students' science education and career exploration opportunities.
- Mentor teens in leadership roles.

Specific Duties:

- Promote a positive attitude toward the Zoo and its programs.
- Assign ZooTeens to work areas and ensure a rotation/break schedule.
- Work with Animal Management Staff to ensure all ZooTeens learn the proper care and handling of animals.
- Implement scheduled rotation of animal use.
- Supervise the ZooTeens during all 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 ZooTeen staff to maintain accurate records.
- Assist with the evaluation of individual ZooTeens' performance 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 instruction to develop skills required for effective educational interpreters.

Responsible To:

ZooTeen Supervisors are directly supervised by the ZooTeen Coordinator. The coordinator in turn is 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