

Director of Education

Friends of the Rosamond Gifford Zoo, the private 501c3 not for profit, that supports the zoo and its mission seeks a qualified, experienced individual for the position of Director of Education. The Director reports to the President and CEO of the Friends organization and serves as an active member of the zoo's senior leadership team. The person in this position plans, coordinates and directs all educational activities of a busy education department including; supervision and management of department personnel, its annual budget and developing programs that fit the strategic plan of the zoo and of the department.

Essential Job Functions:

Strategic Leadership:

- Provides overall vision, leadership and strategic direction for role of education department within the zoo, as well as the Central New York community at large. Works to position the zoo as a local leader and indispensable resource in conservation education.

Programming and Planning:

- Oversees planning and implementation of all educational programs at the zoo including: on and off-site programming, grant-based programming, camps, teacher workshops and education special events.

Communication:

- Works with public relations manager and director of marketing to promote zoo's educational activities in local media.
- Reviews and approves all educational materials for public use.

Supervision:

- Recruits, hires, coaches and supervises education department staff including training, assignments, evaluations, salary increases and terminations in consultation with HR.
- Coordinates and supervises maintenance of educational facilities and resources, including Explorer's Outpost and Playspace.
- Regularly schedules staff meetings for direct reports and education team.

Additional Responsibilities:

- Will be required to work nights and weekends.
- Required to work in a variety of weather conditions.
- Must be able to serve as program instructor during busiest times, during staff absences and/or to model effective techniques.
- Attends regular staff meetings including, but not limited to: Direct Reports, Senior Staff, Program Team and All Staff.
- Coordinates and facilitates Education Committee of Board of Directors
- Works with volunteer coordinator to manage volunteer committees pertaining to education operations as necessary
- Adheres to Zoo policies and protocols.
- Performs other duties as requested.

Desired training and experience:

- Bachelor's degree in education, museum studies, zoology, biology, environmental science or a related field.
- A minimum of 5 years experience as an educator or interpreter in a zoo, museum, nature center or related facility.
- Minimum of 3 years of management/supervisory experience .

Skills / Knowledge Required:

- Ability to motivate, lead and coach a team.
- Ability to develop and cultivate strategic partnerships to connect programming to diverse audiences
- Awareness of role of New York State Learning Standards as pertains to relevance of informal education programming
- Hands-on budget management experience
- Excellent oral/written communication skills and interpersonal skills
- Must be technologically adept, including familiarity with Microsoft Office Suite and online tools such as Google apps
- Ability to earn Red Cross certification in CPR and First Aid in order to serve as Camp Director
- Ability to work autonomously, as well as with a team, and achieve established goals
- Must have a valid NYS Driver's License, reliable transportation and a registered and insured vehicle. Must be able to use personal vehicle for work purposes. NYS DMV Clearance.