



## Education Coordinator

**Job Description:** Creates, promotes and delivers interactive educational programs, on and off-site, using live animals and animal biofacts; Requires daily animal care and handling; Travels throughout Central New York; Regular, full time non-exempt position; Employment pending criminal and driver history records; Promotes the zoo and its mission.

**Reports to:** Education Program Manager/Zoo Camp Director

### Essential Job Functions:

- Will be assigned primary responsibilities (promotion, budgeting, registration, program development, delivery and evaluation) for designated programs, and will be cross trained to assist with delivery for other programs as needed.
- Works with Education Program Manager to achieve established program goals, including program impact and revenue
- Trains teammates to deliver assigned programs when needed, providing program plans and materials
- Works with community partners and clients to ensure success of programming
- Continually trains with education animals
- Adheres to Zoo policies and protocols

### Additional Responsibilities:

- Attends regular staff meetings, including Education Staff, Education Animal Training, All-Staff, individual meetings with Education Program Manager and Friends of the Zoo meetings
- **Required to work a flexible schedule, including evenings and weekends as needed**
- Required to work and drive in a variety of weather conditions
- May be required to drive personal vehicle to programs when zoo vehicle is not available (mileage reimbursement provided)
- Performs other duties as requested

### Desired Training and Experience:

- Bachelor's degree in education, zoology, biology, environmental science or a related field.
- A minimum of one year's experience working in an educational capacity in a school, zoo, aquarium, nature center or similar organization.
- Previous experience with caring for and handling a variety of domestic and exotic animals
- Knowledge of NYS Learning Standards and the Common Core Learning Standards
- Red Cross certification in CPR for the Professional Rescuer and Responding to Emergencies

### Skills / Knowledge Required:

- Ability to demonstrate and communicate scientific and conservation messages in a lively, engaging manner to diverse audiences
- Ability to handle, care for and train a variety of domestic and exotic animals
- Excellent public speaking, organizational, record keeping and writing skills
- Ability to be self-directed, flexible, work as a team player, achieve established goals and maintain accurate records
- Proficient with computer programs, including Microsoft Office
- Capable of lifting 50 pounds and handling animal carriers
- 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.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 2/16