Friends of the Rosamond Gifford Zoo at Burnet Park
Syracuse, New York

FrogWatch Chapter Coordinator

Position Description:

Responsible for coordination and implementation of the Rosamond Gifford Zoo’s FrogWatch USA program. Develops partnerships with community organizations (including scout groups) and the public, and engages them in FrogWatch USA citizen science activities. Recruits and trains volunteers, leads public outings for observational and educational purposes, coordinates, collects and submits volunteer data to the Association of Zoos and Aquariums. Hourly, part time, seasonal, non exempt position. No overtime, no benefits. Employment pending criminal and driver history records. Promotes the zoo and its mission.

Responsible to: Education Coordinator

Supervises: Program volunteers (unpaid)

Essential Job Functions:

• Receive training at zoo of FrogWatch USA program components, protocols and biological content
• Build relationships with community partners, including scouts and local recreation programs
• Build relationships with public volunteers, including families, adults and seniors
• Conduct volunteer trainings of FrogWatch USA to prepare volunteers for program participation
• Work with staff of local parks and public lands to secure permission for volunteer nighttime access as needed
• Assist volunteers with observation site selection/identification
• Travel off-grounds in own vehicle (mileage reimbursed) to periodically accompany volunteers during observations, and lead public outings on approved properties
• Publicize program using social media to encourage involvement and participation
• Plan and lead volunteer events/activities to sustain engagement and motivation during frog season
• Deliver scheduled programming to scout groups at local camp properties as directed
• Meets/communicates with Education Coordinator on a regular basis to address program needs and progress
• Coordinate volunteer data submission to the Association of Zoos and Aquariums (AZA)
• Complete appropriate measures for program evaluation
• Complete final report of program and submit to AZA
• Adheres to Zoo policies and protocols

Additional Responsibilities:

• Required to work evenings and weekends
• Schedule will average 8-12 hours per week; all shifts will occur during weekends or after 5pm
• Required to work in a variety of weather conditions
• Performs other duties as requested

Desired Training and Experience:

• Bachelor’s Degree completed or coursework in biology, zoology, herpetology, ecology, education, environmental interpretation or related field. Equivalent combination of education and experience will also be considered.
• Previous experience working in an educational setting such as nature center, zoo, school or other educational organization
• Background knowledge of local amphibian ecology and CNY geography

January 5, 2011
Skills / Knowledge Required:

- Ability to communicate biological and scientific messaging in a lively, engaging, and age appropriate manner to diverse audiences
- Outgoing, inclusive and enthusiastic personality
- Strong interest in environmental conservation and public involvement in citizen science
- Ability to work autonomously, as well as with a team and achieve established goals
- Ability to maintain program evaluation records
- Computer and social media literacy; ability to use computer tools for training, reporting, communication and publicity
- Must possess a valid NYS driver’s license and maintain automobile insurance
- Applicants must be able to work evenings and weekends exclusively

Dates of Employment:

- February 1, 2013-September 30, 2013
- Preference will be given to candidates who are willing to commit to entire duration of project

Salary Range: $12.00 per hour; maximum of 400 hours/project; no overtime; no benefits

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Employee Signature       Date