Education Program Manager/Zoo Camp Director

**Job Description:** Oversees and manages staff who lead core education programs; Serves as Zoo Camp Director; Schedules Education staff and resources to ensure effective program delivery; Manages zoo’s literacy programming; Leads Education team to achieve established program goals; Leads Education team to develop an animal training plan for program use; Develops and implements Education internship program; Regular, full time exempt position; Employment pending criminal and driver history records; Promotes the zoo and its mission.

**Reports to:** Director of Education

**Supervises:**
- Education Coordinators (full-time, year round and seasonal)
- Zoo Camp Instructors
- Education Interns

**Essential Job Functions:**

**Program management:**
- Oversees and manages staff who lead core education programs, including Zoo to You, Zoo Safari, Adult Twilights, Flashlight Safari and EdVenture Academy, among others
  - Key elements include oversight of promotion, budgeting, registration, program development, delivery and evaluation
- Leads Education team to achieve established program goals, including program impact and revenue
- Manages zoo’s literacy programming, including Tadpole Academy and others. Cultivates relationships with program partners and works closely with Director of Education to develop program. Trains Education Coordinators to conduct literacy programming, and serves directly as instructor when needed.
- Coordinates and executes 3 annual value added events for general zoo attendees (Party for the Planet, World Oceans Day and Asian Elephant Extravaganza)
- Works with Director of Education to generate grant proposals and reports for assigned programs
- Works with community partners and clients to ensure success of programming

**Zoo Camp Director:**
- Manages Zoo Camp program, including promotion, budgeting, registration, program development, staff hiring, implementation and evaluation, and ensures compliance/licensing with Onondaga County Health Department

**Scheduling:**
- Create and manage schedule for program staff and resources to cover programming. This includes working with Collection Manager to develop weekly animal requests.

**Animal Training Management:**
- Works with Director of Education, Education Coordinators and animal care staff to develop and maintain a plan and schedule for animal training to support programs
- Leads regular meetings with education team to set goals and evaluate progress
- Regularly trains with education animals

**Internship Program:**
- Works with Director of Education to develop and implement program for Education Department internships to support programs and engage zoo visitors
- Recruits, hires and trains education interns
**Education Department support:**
- Will be cross trained to assist with delivery for other programs as needed

**Additional Responsibilities:**
- Works with Director of Education to lead regular Education staff meetings
- Leads individual meetings with direct reports
- Attends other regular staff meetings, including All-Staff, individual meetings with Director of Education 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
- Performs other duties as requested
- Adheres to Zoo policies and protocols

**Desired Training and Experience:**
- Bachelor’s degree in education, zoology, biology, environmental science or a related field
- A minimum of 3-5 years’ experience working in an educational capacity in a school, zoo, aquarium, nature center or similar organization
- A minimum of two years’ previous supervisory experience
- Previous experience with caring for and handling a variety of domestic and exotic animals
- Red Cross certification in CPR for the Professional Rescuer and Responding to Emergencies

**Skills / Knowledge Required:**
- Ability to motivate and manage individuals, as well as a team
- Excellent public speaking, organizational, record keeping and writing skills
- Ability to demonstrate and communicate scientific and conservation messages in a lively, engaging manner to diverse audiences
- 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:___________________