

Job Description: Education Assistant - Part time up to 30 hours per week as programs require

POSITION RESPONSIBILITY AND DEPARTMENT OVERVIEW

Education Assistants report to the Education Coordinator and are responsible for providing education and outreach programs as assigned.

DUTIES

- As assigned by the Education Coordinator, delivers formal and informal on and off-site education and interpretive programs about wildlife, nature, and conservation to zoo visitors, including school groups and the general public, utilizing “bio-facts” and live animals.
- Host for weekend birthday parties, including party set-up, implementation, and break-down.
- Assists in the development of classes, lesson plans, and ancillary materials for curriculum based programs.
- Assists with care of animals used in education programs.
- Assists with data entry and the production of program related materials.
- Performs administrative tasks, including checking and responding to e-mails and phone calls, filing, organizing, scheduling, and composing statistical spreadsheets.
- Helps to maintain facilities used for on-site programs and functions.
- May handle payment for program participation on occasion.
- Other duties as assigned.

SUPERVISES

Those who report to this position include but may not be limited to:
Zoo Camp Teachers and Volunteers

MINIMUM QUALIFICATIONS

- Completion of at least two years college coursework in pursuit of a Bachelor’s degree in Zoology, Biology, Environmental Science or Studies, Environmental Education and/or Resource Interpretation, Education, Communication or other related field. Courses in education, business management, marketing, recreation, or similar desired. Experience may substitute for education on a case by case basis.
- Understanding of state and national curriculum standards as well as supporting curriculum and initiatives or a willingness to learn.
- Basic experience and knowledge of a PC and Microsoft Office.
- A commitment to the conservation goals and policies of Micke Grove Zoo and the Zoological Society.

PREFERRED QUALIFICATIONS

- Minimum 6 months experience teaching in an informal (zoo, museum, park, aquarium, or nature center) and/or classroom setting.
- Experience working with volunteers.
- Experience working with live animals desired.
- The ability to fluently speak, read, or write in any language other than English, preferably Spanish.
- Certifications in First Aid and Child/Infant and Adult CPR

REQUIREMENTS

- Valid California Driver's License and good driving record.
- Proficient use of the English language.
- Must submit to a criminal history and DMV background check.
- U.S. citizen, national or lawful permanent resident.
- Submit to a TB test which must be negative.
- Must be able to work weekends, evenings, overnight, and holidays as needed.
- Certified in First Aid and Child/Infant and Adult CPR or the ability to acquire within 3 months of employment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated strong wildlife, conservation, and environmental knowledge and the ability to communicate conservation and environmental messages to diverse audiences through educational and interpretive programs.
- Excellent classroom, time management, organizational, customer service, and interpersonal skills.
- Ability to work in a positive, team-oriented environment.

WORK ENVIRONMENT

The Education Assistant is impacted by hazardous exposures common to an office environment as well as public safety in an outdoor environment. Some of the following exposures and requirements will occur daily:

- Depending on assignment, the Education Assistant may have to deal with the unpredictability of wild animals;
- The proper use and understanding of cleaning agents;
- Thorough understanding of guest safety protocols, particularly with young children.

Mobility – Frequent operation of computer and use of phone; occasional sitting for long periods of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, driving, and climbing stairs; **Lifting** – Frequently 5 pounds or less; infrequently 5 to 40 pounds; **Visual** – Constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision; **Dexterity** – Frequent holding, reaching, grasping, repetitive motion, and writing; **Hearing/Talking** - Frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone; **Emotional/Physiological Factors** - Frequent decision making, concentration, working in busy environments or alone; frequent public contact; **Environmental Conditions** - Occasional exposure to noise, dust, poor ventilation, and various weather conditions.

Specific training and procedures will be provided, designed to maintain safety of people as the highest priority of the zoo followed by the safety of the animal collection.

SCOPE OF WORK/SALARY

This is a part-time, non-exempt position. Hourly wage is \$12.00 per hour. Schedule varies up to 30 hours per week, including at least one, but up to two, weekend days per week.

TO APPLY:

Submit a cover letter and resume with one professional reference to the Micke Grove Zoological Society, ATTN: Education Department, 11793 N. Micke Grove Road, Lodi, CA 95240. Or email to zooed@sjgov.org. Deadline to apply is **Monday, December 12, at 4:30pm**. Postmarks will not be accepted.