

# LAKE SUPERIOR ZOOLOGICAL SOCIETY

## EMPLOYMENT JOB DESCRIPTION

<b>Title:</b>	Teen Program Coordinator	<b>Exempt/Non-Exempt:</b>	Non-Exempt
<b>Supervisor:</b>	Director of Education	<b>Employment Type:</b>	Temporary
<b>Revised:</b>	January 2024	<b>Hours:</b>	Mon – Fri, 40 hrs/wk

**Job Summary:** Zoo Crew is a 10-week summer program for ages 13-17 run by the Education Department at the Lake Superior Zoo. Teens learn how to handle and care for animals and teach zoo visitors about animals and conservation issues. The Program Coordinator plans and coordinates animal-related projects and coaches/supervises small groups of teens as they participate in the projects. An ideal candidate will have prior experience working with teens, a strong interest in animals, and a background in biology, zoology, or ecology.

**Principal Function:** Teach, coach, supervise and evaluate Zoo Crew members while working closely with zoo staff; schedule and supervise hands-on educational opportunities, guest experiences, and animal enrichment projects with Zoo Crew; create and update training materials; assist with special events and fundraising, particularly as they relate to Zoo Crew involvement; provide courteous assistance to the public; perform other duties as assigned; and serve as a valuable and contributing member of the zoo team.

### **Principal Duties:**

1. Training and organization (prior to June 10)
  - a. Train with education staff on animal handling and interpretation.
  - b. Train with zoo keepers on general animal husbandry skills.
  - c. Communicate with past Zoo Crew participants and new applicants.
  - d. Organize contact list and applications.
  - e. Set up the online scheduling system.
  - f. Facilitate virtual orientation for Zoo Crew participants and parents.
2. Program coordination
  - a. Supervise, evaluate, and effectively manage Zoo Crew activities and projects.
  - b. Organize daily and weekly schedules of activities, projects, and educational sessions with Zoo Crew, education staff, and zoo keepers.
  - c. Communicate schedule updates with teens and parents.
  - d. Train teens on interpretation and proper animal handling (may include discovery carts, informal animal presentations, barnyard, conservation projects, etc.).
  - e. Train teens on animal husbandry skills (may include cleaning habitats, exercising animals, creating enrichments, water testing, etc.).
  - f. Update educational materials and manuals.
  - g. Organize an end-of-season celebration.
  - h. Be a supportive team member by sharing ideas, assisting others, and participating in meetings.
3. Miscellaneous duties
  - a. Attend training to learn to properly handle animals including mammals, reptiles, invertebrates, and small hoof stock.
  - b. Assist with spring programs such as outreaches, field trips, and special events.
  - c. Other duties as assigned.

### **Qualifications:**

#### **Education & Experience Requirements:**

- B.A. or B.S. degree preferred or minimum 3 years of college study in environmental education, biology, education, or related field.
- Previous experience as an informal or formal educator preferred.
- Animal handling and care experience preferred.

# LAKE SUPERIOR ZOOLOGICAL SOCIETY EMPLOYMENT JOB DESCRIPTION

## **Competency & Knowledge Requirements:**

- Ability to work with teens ages 13-17 and communicate with people of all ages.
- Working knowledge of animals, conservation, learning styles, and interpretation.
- Public speaking and presentation skills.
- Strong organizational skills.
- Self-motivated, takes initiative.
- Ability to operate as a member of a team.
- Computer skills including Microsoft Word, Outlook, Excel, and PowerPoint.

## **Required Hours & Availability:**

- Start date negotiable; must be available part time or full time in May for training.
- Zoo Crew program takes place June 10 – August 16, 2024.
- Typical work week is Monday-Friday from 8:00-4:30 or 8:30-5:00.

## **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, and occasionally exposed to adverse environmental conditions such as dirt, dust, pollen, odors, fumes, temperature and noise extremes, airborne particles, and animal waste. The noise level in the work environment can be higher than moderate based on the number of visitors at the zoo. Employees may be asked to work in physically close quarters.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to stand and stoop, kneel, crouch, crawl, walk and stand for extended periods of time. The employee must occasionally lift and carry up to 30 pounds. The employee is occasionally required to carry and set up tables, chairs, boxes of supplies, and other necessary equipment. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Close vision is required to read educational materials, waivers, and computer screens. Distance vision is necessary for supervising youth outdoors and adequate crowd control.

## **To Apply:**

Fill out an employment application found at [lszooduluth.org/about/employment/](https://lszooduluth.org/about/employment/)

Email your completed application with a resume, cover letter and list of three references to:

Sarah Wilcox, Director of Education

[swilcox@lszoo.org](mailto:swilcox@lszoo.org)

**Deadline: First consideration given to applications received before February 29, 2024.**