



## **PART TIME – FAMILY AND PUBLIC PROGRAMS SPECIALIST**

### **Basic Purpose and Responsibility:**

Under the supervision of the Director of Education, the Part-Time Family and Public Programs Specialist is responsible for coordinating/instructing specified, fee-based educational programs including but not limited to seasonal Zoo Camps, early childhood education programs, overnight programs, family workshops/clubs, and other programs provided for families or the public at the Buffalo Zoo or within the community. Oversight of these programs is shared with a Full-Time Family and Public Programs Specialist.

### **Essential Functions:**

- Primary accountability for specific functions and results. The list of essential functions is not exhaustive and may be supplemented or changed as necessary.
- Develops, teaches and implements themes and general lesson plans for specific fee-based programs as noted above.
- Assists the Marketing Manager and Director of Education in establishing a plan designed to effectively increase awareness of offerings and promote program enrollment.
- Participates with the Director of Education in the hiring of instructors/ facilitators and aides to support each on-site program.
- Leads the instructors/facilitators, aides, and Docents including team training, the establishment of work schedules and assignments and the resolution of performance issues as necessary.
- Coordinates all administrative details needed for the implementation of program curriculum including the acquisition of materials used for programs and their respective activities.
- Budgets and accounts for all expenditures according to policy standards.
- Assesses the effectiveness of programs through a formal evaluation process.
- Oversees the care and maintenance of the Tree House Play Space, interpretive exhibit components, and signage.
- Assists with husbandry care of education department's ambassador animal collection as needed.
- Informs Director of Education of any relevant issues pertaining to job responsibilities.
- Performs other duties as assigned by the Director of Education.

### **Position Qualifications:**

To perform at a proficient level and be fully qualified, a person would expect to have:

#### *Education (Minimum Needed):*

- Bachelor's degree in a zoo-related science and/or education or Associate's degree and equivalent experience.

#### *Experience (Minimum Needed):*

- Minimum six months teaching/public speaking or equivalent to wide range of audiences.
- Animal handling experience preferred.

#### *Special Skills:*

- Well developed writing, organizational and communication skills.
- Ability to supervise in a manner conducive to full performance and high morale.
- Working knowledge of personal computers and software applications preferred.

#### *Other:*

- May be required to work evenings, weekends, and holidays.
- Proof of negative tuberculosis test upon hire.

- TB Test conducted annually.
- Must possess or be able to obtain within 30-days of employment a valid New York State driver's license and have an average or better driving record based on the evaluation process of our insurance company. Retention of position is contingent upon maintaining required license. Must upgrade to classification appropriate to requirements (non-CDLC or CDL class).

*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 job. 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 stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. Use computer hardware and software for extended periods of time (repetitive motion). Sitting for long periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

*Benefits:*

Sick Time accrued: 1 hour of sick time for every 30 hours of work.

**To Apply:**

Part-time non-exempt hourly position. Rate \$15.00 per hour.

Please download employment application from the website: <https://buffalozoo.org/about/#careers>

Send your completed application and resume by October 1, 2021 to:

Buffalo Zoo, 300 Parkside Avenue, Buffalo, NY 14214, Attn: Family and Public Programs Specialist PT

You can also email your completed and signed application/resume to: [buffalozoojobs@buffalozoo.org](mailto:buffalozoojobs@buffalozoo.org) with the subject line "Family and Public Programs Specialist PT". No phone calls please.

*We are an Equal Opportunity Employer*

The Buffalo Zoo is an At Will employer and all Buffalo Zoo employees are subject to employment eligibility and background security checks as well as testing for illegal substance use as allowed by law.