



POSITION AVAILABLE

ONSITE PROGRAMS SPECIALIST

How to Apply

Pay range dependent upon skills and experience: \$20-22 per hour.

Please submit resume outlining education and experience by November 30, 2021 to (no phone calls please):
tpaisley@buffalozoo.org

Buffalo Zoo

Attn: Onsite Programs Specialist
300 Parkside Avenue
Buffalo, NY 14214

Basic Purpose and Responsibility

Under the supervision of the Director of Education, the full-time Onsite 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, and other programs provided for families or the public at the Buffalo Zoo or within the community.

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 seasonal or part-time instructors, facilitators, and aides to support each onsite program.
- Leads seasonal or part-time 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 be expected 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 and background check results 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). Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Benefits

Some of the benefits available include health plan, life insurance, dental, vision, 403B pension plan, annual leave, holiday, and sick time benefits. Benefits available after the successful completion of a probationary period of 60 days of work (sick time available immediately).

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.

Equal Opportunity Employer