



SUMMER CAMP REGISTRAR

Availability: Position starting 20-25 hours/week in late May and 37.5 hours/week starting June 19th through the duration of camp (July 10th - August 18th, 2023). The standard camp shift will be 8:00am to 4:30pm.

Pay Rate: \$15.60 per hour

To Apply:

Send completed Employment Application (download application: <https://buffalozoo.org/about/#careers>), and current resume/cover letter outlining experience by either regular mail or email with subject line “summer camp registrar” by April 30, 2023. **Applications will be reviewed as they are received.**

Robina Nagel, Onsite Programs Specialist
Buffalo Zoo
300 Parkside Avenue
Buffalo, NY 14214
magel@buffalozoo.org

Position Overview:

The Buffalo Zoo Summer Camp Registrar, under the supervision of the Onsite Programs Specialist and the Director of Education and Community Partnerships, is responsible for the daily administrative and registration functions of the Summer Camp Program; as well as contributing to the fun, safety, and wellbeing of campers and assisting with delivery of camp curriculum and activities. Daily camper activities include educational lessons, active games, zoo tours, and crafts.

Skills/Responsibilities:

- Enthusiastic, creative, and dependable.
- Capable of taking initiative and conducting activities on a timely schedule.
- Responds to camp related incoming telephone and email inquiries.
- Manages the registration and payment processes in accordance with current system procedures.
- Informs Onsite Programs Specialist of any relevant issues pertaining to job responsibilities.
- Able to maintain attention and high level of energy or excitement for extended periods of time.
- Enjoy working as part of a team.
- Committed to contributing to the positive and inclusive culture of camp, and fostering a love of learning in campers.
- Current First Aid certification preferred.

Education and Experience:

- Strong knowledge of computers and software applications required.
- Previous experience working with children required.
- Enthusiasm for learning and interest in animals and/or conservation science.
- Ability to handle many tasks and provide outstanding guest service in all communications.
- Excellent written and verbal communications skills.
- One year of experience managing an administrative function in a group setting preferred.
- Experience with Point-of-Sale software preferred.
- Previous experience in camp, zoo, aquarium, or nature center education preferred.

Job Perks:

- Associates can receive up to two (2) free family passes to the Zoo annually. These associates are required to work a minimum of 30 days per season to qualify.
- Associates are eligible for discounts while employed at food service and gift shop. Food service discount is 30%. Gift shop discount is 20% (on purchases of \$10 or more).
- Discounts on Zoo events may be offered, i.e. discount on the price of a ticket to a Zoo event or free tickets.
- Buffalo Zoo merchandise.
- Accrued sick time.
- Pay rate increases based on performance and years of service.

The Buffalo Zoo is an At Will employer and all Buffalo Zoo employees are subject to employment eligibility and background security checks as allowed by law

Equal Opportunity Employer