



EDUCATION PROGRAM SPECIALIST

Basic Purpose and Responsibility

The Buffalo Zoo is seeking an Education Program Specialist who will play a vital role in the Education Department. Under the supervision of the Director of Education and Community Partnerships, the full-time Education Program Specialist is responsible for coordinating/instructing specified, fee-based educational programs including but not limited to summer zoo camp, early childhood education programs, Life Science Career Lab for teens, 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 Director of Education and Community Partnerships and the Marketing Department in establishing a plan designed to effectively increase awareness of offerings and promote program enrollment.
- Participates with the Director of Education and Community Partnerships in the hiring of seasonal or part-time instructors, facilitators, and aides to support each education program.
- Leads seasonal or part-time instructors, facilitators, aides, and teen and Docent volunteers, including team trainings; establishes work schedules and assignments; and participates in 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 and Community Partnerships of any relevant issues pertaining to job responsibilities.
- Performs other duties as assigned by the Director of Education and Community Partnerships.

Position Qualifications

To perform at a proficient level and be fully qualified, the candidate would be expected to have:

Education (Minimum Desired):

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

Experience (Minimum Desired):

- Minimum six months teaching/public speaking or equivalent to wide range of audiences.
- Grant management experience preferred.
- 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:

- Must support the Buffalo Zoo's Vision, Mission, Core Values, and DEAI values.
- Successful completion of a post-offer pre-employment general medical screen and drug test.
- Successful completion of a post-offer pre-employment background check.
- Must provide proof of negative TB test at hire (within the last 12 months). TB test conducted annually.
- Regular attendance and punctuality are essential functions of the position.
- Must be able to work weekdays, and requested weekends, holidays, evenings, and overtime as necessary.
- 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.

Compensation / Benefits / How to Apply

This is a full-time, non-exempt position (hourly). Hourly rate is \$20.00 per hour. Benefits available include health plan, HRA/HSA, life insurance, long term disability insurance, dental, vision, 403B retirement plan, annual leave time, holiday time, and sick time benefits. Benefits are available after the successful completion of an introductory probation period review at 60 days of work (sick time available at hire).

Please submit resume and cover letter (no phone calls please) by email or regular mail. Position open until filled.

buffalozoojobs@buffalozoo.org

Education Program Specialist
Buffalo Zoo
300 Parkside Avenue
Buffalo, NY 14214-1999

For more information about the Buffalo Zoo, please visit our website at: <http://www.buffalozoo.org>

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.