



JOB POSTING

Position: ZooTeen Coordinator
Organization: Seneca Park Zoo Society
Date Posted: April 12, 2019
Applications Due: May 3, 2019

Department: Education
Direct Supervisor: School and Group Programs Coordinator
FLSA Status: Non-Exempt
Working Hours: Flexible hours and scheduling. 21-35 hours per week during Summer. Must be available on weekends and occasional weeknights.

General Summary:

ZooTeen Coordinators have a passion for inspiring teens to connect with wildlife and wild places. They oversee and facilitate all of the daily activities for the ZooTeen program under the supervision of the School and Group Programs Coordinator. ZooTeens range in age from 13-18 years old and further the Zoo's mission while they develop their public speaking skills at educational stations set up throughout the Zoo.

DUTIES

- Conduct interviews and facilitate training of ZooTeens.
- Prepare, update, and create educational materials for ZooTeen stations.
- Coordinate daily schedules and meetings.
- Communicate effectively with teens, staff, parents, and guests.
- Supervise and navigate relationships among ZooTeens and help to create and maintain a collaborative and upbeat working environment.

TECHNOLOGY/EQUIPMENT/TOOLS

- Microsoft office software
- Presentation and audio-visual equipment

PHYSICAL ACTIVITY

This position requires walking, standing, speaking, hearing, interacting with the general public, teens, guests, and staff. Some lifting and carrying up to 35 pounds.

WORK ENVIRONMENT

Work is performed both indoors and outdoors. Leading outdoor activities and walking to various locations throughout Seneca Park Zoo will require exposure to outdoor elements, including a range of temperatures and a variety of weather conditions. Weekend availability is a must.

QUALIFICATIONS

- Must be at least 18 years of age.
- BS degree in Education, Environmental Science, or related field preferred.
- Must possess a valid NYS driver's license.

EXPERIENCE REQUIREMENTS

- Successful experience and high interest in working with teens.
- Leadership or supervisory experience, preferably with teens or young adults.
- Interest and experience in environmental education, conservation, and environmental sustainability.

SKILLS AND COMPETENCIES REQUIREMENTS

- Ability to mentor and provide constructive criticism to encourage learning and growth.
- Must be energetic, flexible, punctual, organized, and exhibit a professional demeanor.
- Possess excellent customer service and problem-solving skills.
- Ability to work well with team members and switch tasks as needs require. Flexibility and willingness to work a varied schedule is necessary.

Application Instructions:

All interested applicants must submit a current resume and a cover letter describing their qualifications as they relate to the duties of the position.

Electronic copies are encouraged and may be submitted to:

education@senecazoo.org with ZooTeen Coordinator in the subject line or by hard copy to ZooTeen Coordinator Search, Seneca Park Zoo Society, 2222 St. Paul Street, Rochester, NY 14621. **All applications must be received by 5 p.m. on May 3, 2019.** Due to the volume of applications we receive, we are unable to respond to status inquiries. If we are interested in setting up an interview, you will be contacted within two weeks after the applications are due.

The Seneca Park Zoo Society is an Equal Opportunity Employer