



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Zoo Curator of Education

Department: Parks & Recreation

Reports to: Zoo Superintendent

Pay Grade: H08

Date Established: 3/2014

Date Revised: 12/2017

FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Zoo Curator of Education is responsible for the Zoo's community education and outreach programs and volunteer programs. The job includes researching, creating, organizing and implementing programs and activities to promote and market the Zoo, its mission and wildlife appreciation to the community.

The job requires significant public relations and marketing skills and knowledge of community education, outreach, information and promotion methods. Management of the zoo's volunteer program requires good leadership skills, a friendly nature and ability to recruit, train, and motivate non-paid volunteers and zoo employees. This position supervises the Education Assistant, Work Study, and interns. The job is supervised by the Zoo Superintendent.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and Zoo environment, outdoor weather conditions including extreme temperatures, and exposure to wild and/or exotic animals. The noise level is generally moderate but can occasionally be high. The job often includes work outside the normal work schedule for special events and weekend work. The job also includes driving to schools and/or other events for outreach, marketing and promotional activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Manages the Zoo educational and community outreach programs. Researches, creates, organizes, advertises, and implements programs and activities to promote and market the Zoo, its mission, and wildlife appreciation to the community. Creates, manages, and implements community programs including, but not limited to, camps, classes, outreach programs, events, activities, literacy programs, theater programs, demonstrations, and related programs. Creates and distributes marketing, informational, and promotional material.

Manages the zoo's volunteer program. Recruits, trains, supervises, motivates and schedules youth and adult volunteers. Assigns and monitors work of volunteers. Supervises safety of demonstration animals.

Represents the Zoo and acts as liaison to the public, news media, community organizations, and schools.

Plans, designs and implements interpretive/educational signs and displays including overseeing fabrication and installation. Involved in the design of future exhibits, special focus on free-choice learning and parallel play opportunities.

Researches, writes, and implements grants, including preparing financial and compliance reports, as required. Implements annual budget. Monitors spending for budget compliance.

Registers participants, including accepting fees, and maintains attendance and participation records and documents. Evaluated educational programs, activities and events to improve quality and effectiveness or to modify or eliminate ineffective programs.

Assists in budget preparation for zoo educational programs and for tracking expenditures, and purchasing supplies, materials and equipment.

Coordinates Education Animal husbandry and care including, overseeing training programs, making collection planning recommendations, helping to design husbandry protocol, and assisting with husbandry. Coordinates and implements conservation program initiatives throughout the Zoo and the community.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of creating and implementing a community education and information program;
- Methods, techniques, and objectives of the preparation of informational, marketing, and community education materials, including dissemination to the news media;
- Educational and teaching principles and practices, including to specific age ranges;
- Zoo operation and animal care policies, procedures and protocols;
- Federal, state, and all other applicable statutes and laws governing the use of wild and/or exotic animals;
- Basic knowledge of animals, ecology, biology, and other sciences required for the preparation and presentation of educational programs;
- Customer service methods, techniques, and objectives;
- Cash handling and accounting methods and techniques;
- Employee and volunteer training and direction methods, techniques, and objectives;
- Federal (OSHA) regulations and City policies regarding safe work practices relating to use of all applicable equipment;

Skill and Ability to:

- Manage the Zoo educational and community outreach programs;
- Research, create, organize, advertise, and implement programs and activities to promote and market the Zoo, its mission, and wildlife appreciation to the community;
- Create, manage, and implement community programs;
- Create and distribute marketing, informational, and promotional material;
- Register participants, including accepting fees, and maintain attendance and participation records and documents;
- Prepare and present reports, as needed;
- Recruit, train, supervise, and schedule youth and adult volunteers;
- Train, supervise, schedule, evaluate, and discipline employees;
- Implement annual budget including monitoring spending for budget compliance;
- Supervise the safety of demonstration animals;
- Represent the Zoo and act as liaison to the public, news media, community organizations, and schools;
- Research, write, and implement grants, including preparing financial and compliance reports, as required.
- Operate a motor vehicle;
- Operate standard office equipment including a personal computer, including job-related software applications;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;

- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Bachelor's degree in biology, science education, or a related field is preferred;
- Idaho driver's license required;
- Two (2) to three (3) years education experience is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, and bend. The job requires hand/finger dexterity to handle animals, manipulate tools, operate equipment, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.