



Position Description

INSECT ZOO ASSISTANT COORDINATOR

Position Summary:

Assist with the coordination of animal care, staffing and public programming at the Insect Zoo, including animal care, mentoring youth volunteers (ZooTeens) and public programming.

Resumes Accepted: February 1st – March 30th

Interviews in mid-April

Position Begins: May 17th (estimate) **Position Ends:** September 10th (estimate)

Minimum requirements:

Must be 21 years of age or older. Experience working with the public, children or teens required.

Prefer bachelor's degree in natural history interpretation/recreation, natural resource management, environmental education, entomology, biology, zoology, wildlife, or related fields or any combination of education and experience which would provide the candidate with the desired skills, knowledge and ability required to perform the job. Valid driver's license required. All applicants are subject to a criminal background check.

Type of Position & Compensation:

Full-time Temporary position. Weekend work required.

Pay rate is \$10.50/hour

Required knowledge skills and abilities:

- Ability to communicate effectively.
- Ability to provide direction to youth volunteers.
- Ability to develop and maintain effective working relationships with employees, volunteers and the public.
- Knowledge of arthropods is helpful.
- Experience in developing hands on education activities targeted at teens.

Responsibilities:

- Ensure the safety of all staff, volunteers, visitors and animals.
- Assist with the daily operation of the Insect Zoo.
- Work cooperatively with all Zoo staff to ensure the success of the Insect Zoo
- Work to promote the Zoo as an educational environment.
- Help to create valued and meaningful roles for ZooTeens.
- Continually challenge ZooTeens to develop new skills.

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- Help to further science education and career exploration opportunities for ZooTeens.
- Support all Zoo and Metro policies.

Specific Duties:

- Responsible for some aspects of the seasonal operation of the Insect Zoo, as assigned by the Insect Zoo Coordinator.
- Assist with the supervision of Insect Zoo Assistants and ZooTeen volunteers.
- Work with Animal Care staff to ensure the proper animal care techniques are practiced.
- Assist with the development of new exhibits and the educational message of each.
- Work with the education staff to develop an effective, educational message(s) for interpretation occurring at the Insect Zoo.
- Serve as a role model for staff and teen volunteers on proper interpretive techniques.
- Cooperate with Zoo staff to recognize the contribution of ZooTeens.
- Provide individual staff and volunteers with the instruction on skills necessary to help them be effective educational interpreters.
- Continually challenge ZooTeens, encouraging them to develop new skills.

Responsible To:

The Insect Zoo Assistant Coordinator is supervised by the Insect Zoo Coordinator and Education Manager.

Send Interest/Skills Overview, Cover Letter and Resume to:

Seasonal Positions
Oregon Zoo Conservation Division
4001 SW Canyon Road
Portland OR 97221