



Position Description

INSECT ZOO COORDINATOR

Position Summary:

Coordinates the animal care, staffing, youth volunteers (ZooTeens) and public programming at the Insect Zoo.

Resumes Accepted: February 1st – March 31st

Interviews in mid-April

Position Begins: May 17th (estimate)

Position Ends: September 10th (estimate)

Minimum requirements:

Must be 21 years of age or older. 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. Experience mentoring teens is essential. 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 \$12/hour.

Required knowledge skills and abilities:

- Knowledge of biology, zoology or ecology
- Specific knowledge of arthropods is helpful
- Skill in teaching children of various ages
- Ability to mentor teens
- Experience in developing hands on education activities targeted at teens
- Ability to coordinate the activities of a large multi-faceted seasonal program
- Ability to organize complicated schedules and prioritize needs
- Ability to communicate effectively
- Ability to provide direction to seasonal staff and teen volunteers
- Ability to develop and maintain effective working relationships with zoo staff, volunteers, and the public

Responsibilities:

- Ensure the safety of all staff, volunteers, visitors, and animals
- Facilitate the daily operation of the Insect Zoo (animal care, record keeping, scheduling public presentations, volunteer training & supervision, etc)
- Work cooperatively with all Zoo staff to ensure the success of the Insect Zoo
- Help to create valued and meaningful roles for ZooTeens

(over)

- Create a supportive atmosphere that provides ZooTeens a chance to grow as individuals
- Work to promote the Zoo as an educational environment
- Support all Zoo and Metro policies

Specific Duties:

- Responsible for all aspects of the seasonal operation of the Insect Zoo
- Supervision of Insect Zoo Staff and teen volunteers
- Responsible for the maintenance of animals and staff records
- Work with Animal Care staff to ensure proper animal care techniques are practiced – research and develop new care & housing protocols when needed
- Work with Animal Care staff to acquire animals and maintain the necessary holding and collection permits
- Work with Security/Safety and Animal Care staff to document safety procedures and protocols for working with venomous animals
- Oversee the development of new exhibits and the educational message of each. Work with design department to develop graphics
- 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 volunteers on proper interpretive techniques
- Plan and implement a training program for ZooTeen volunteers. Work with Assistant Coordinator to develop and maintain individual volunteer records
- Coordinate and lead educational field collecting trips for ZooTeens
- Schedule Insect Zoo Staff to ensure adequate coverage during operating hours
- Assist with the evaluation of staff and volunteers working in the Insect Zoo
- Cooperate with Zoo staff to recognize the contribution of ZooTeens
- Provide individual staff and volunteers with the instruction on skills necessary to make them effective educational interpreters
- Continually challenge ZooTeens to develop new skills
- Conduct insect related classes for Zoo Camp and other audiences
- Prepare a comprehensive year-end report

Responsible To:

The Insect Zoo Coordinator reports to the Education Manager

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

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