

## Staff Position Description

**Position:** Instructor  
**Reports to:** Education Specialist  
**Status:** Part-Time, Contract

### Position Summary:

The Instructor will teach various zoo educational programs to guests of all ages using biofacts, program animals and other materials necessary. This is a contract position which only provides a few days of work a month.

### Responsibilities:

#### ZOO TEAM Duties

- Establish and maintain positive, cooperative, and effective working relations with fellow employees.
- Constantly exhibit a guest centered attitude, a smile, and an obvious interest in guest comfort and service.
- Communicate with the public in a courteous and tactful manner and assist guests with questions and directions to various areas of the Zoo. Address the guest - do not wait to be asked.
- Remove trash and debris from public areas; i.e. pick up litter whenever you see it.

#### General Duties

- Teach onsite school programs
- Teach offsite programs for schools, preschools, churches, etc.
- Drive the 'Zoo to You' vehicle
- Lead Homeschool classes monthly for grades K-5
- Help instruct overnight programs
- Set-up/Tear down classrooms
- Confidently handle live animals while teaching programs
- Have a professional appearance, and conduct
- Attend animal handling training
- Work a minimum of 3 programs per month

#### Other Duties

- Participate in Special Event planning and operation (signage, provision of program animal staff, assist with the provision of volunteer staff for various duties as needed).
- Performs other duties as assigned.

### Physical Requirements:

- This position requires that incumbent can hold, lift, carry, or push items as necessary, up to 25 pounds including animals.
- Will require long periods of standing, hauling materials over uneven and wet surfaces, frequent bending, stooping, stretching, reaching, and lifting items.
- This position requires frequent walking across Zoo grounds, and standing both indoors and outdoors.

### Minimum Qualifications:

- High school diploma or equivalent required.
- 1 year experience in educating, customer service, and public interaction, or equivalent experience to develop knowledge skills and abilities for this job.
- Must be resourceful, creative, and enthusiastic!
- Have the ability to speak in public and interact with both parents and teachers.
- Must have ability to direct a group of children as needed.
- Position will attend and must pass animal handling training.
- Must have valid driver's license.
- Must be able to teach a minimum of 3 programs per month.

Note:

- Candidate must pass Drug Test, Background check, and TB test to be hired.

Updated Date: 10/07/14

Updated By: Elizabeth Crowe

HR Approved Date: 10/07/14