



THE ZOO IN FOREST PARK AND EDUCATION CENTER

Programs Zookeeper	
Full-time	Starting pay: \$15/hour
Job Description	
<p>This position reports to the Senior Zookeeper and/or Director of Operations. The employee's time will be split between general animal care and Education programming/activities.</p>	
ROLE AND RESPONSIBILITIES	
Education	
<ul style="list-style-type: none">• Serve as lead educator for programs both on- and off-site• Design and implement science-related programs and activities that can be used in Zoo on the Go, Zoo camp, birthday parties, Discovery programs, Pond Study, Guided Tours, Keeper Talks, assemblies and booths• Develop program-specific curriculum to be used in conjunction with community partners (i.e. schools, after school programs)• Oversee maintenance of all outreach animal travel carriers, Zoo on the Go van and other Education equipment• Ensure all handling and transport of animals is conducted in a safe and comfortable manner• Participate in special events for/at the Zoo• Help determine current and future needs related to outreach/program animals• Develop relationships with outreach animals• Research habitat, history and other information related to outreach animals• Help develop enrichment activities for outreach animals• Staff booths, fairs and other community events to promote Education programs• Conduct follow-up surveys and track program outcomes• Market new and existing educational events on behalf of the Zoo• Manage and oversee education department interns/volunteers/part-time staff• Oversee all Zoo Camp activities, including Crew in Training (CIT) program• Maintain a safe, clean work environment, including the Discovery Room• Establish the Zoo as a science resource by creating and maintaining relationships within the community• Create and meet goals related to the number and frequency of programs held year-round• Assist with grant proposals related to Education programming• Provide monthly report on all Education activity, including geographic reach of programs• Draft/review educational signage for Zoo exhibits• Provide photos/testimonials to be used for marketing purposes• Maintain inventory and organization of all materials used for programs and events• Assist in annual budget development	
Animal Care	
<ul style="list-style-type: none">• All aspects of animal care, including cleaning and disinfecting of all animal habitats, carriers, infirmary, food storage and living quarters• Preparation and provision of food and water for animals, as established by schedules and feeding requirements• Maintenance of grounds adjoining animal quarters and within structures, keeping all areas free of cobwebs, ensuring all holes are filled and weeds are removed	

- Proactively address minor or emergency repairs to zoo buildings and facilities
- Observe and report on health and well-being of all animals
- Segregate and/or monitor any animals requiring special care due to injury, illness or other circumstances at the direction of the Senior Keeper, Curator or Zoo Veterinarian
- Transfer animals from one enclosure to another as required, catching and crating animals for transport
- Patrol Zoo buildings and facilities to prevent injury to animals or visitors
- Enforce all Zoo rules and regulations
- Answer inquiries and provide general information concerning Zoo exhibits and activities
- Related work, as required and assigned

Skills Required:

- One to three years' experience handling exotic animals
- Associate's degree required; bachelor's degree in science, zoology or education preferred
- Some management experience
- Comfortable speaking in public
- Excellent written and verbal communication skills
- Exceptional customer service
- Familiarity with basic computer programs
- Attention to detail
- Willingness to be flexible and adapt to new situations
- Ability to multi-task
- Personable and outgoing
- Ability to function well as part of a team
- A valid driver's license
- Willingness to work some evenings and weekends
- Able to lift 50 pounds
- Able to work in all weather conditions

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date