



## **POSITION DESCRIPTION**

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**POSITION TITLE:** Conservation Educator

**DEPARTMENT:** Conservation Education

**JOB RELATIONSHIPS:**

Reports to: Curator of Conservation & Education

Supervises: Volunteers

**BASIC FUNCTION:** This position connects guests to animals and nature by providing conservation driven educational programs, enriching guest experiences, and contributions to conservation science. Educators present programs for all ages, engage guests during interactive animal/habitat interpretation, provide mentorship for volunteers, help plan educational events, as well as research and write education material. Educators operate in a fast-paced work environment and must be able to adapt to changing needs while receiving individual/on-going assignments from the Curator of Conservation & Education, who defines standard operating procedures, objectives, tasks, priorities, deadlines, and assists with unusual situations that do not have a clear precedent. This seasonal position is part time and requires 21-35 hours of work per week.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Attend all required trainings (interpretation skills, conservation, zoo history, animal areas, on-line coursework) and be proficient in communicating learned material and utilizing interpretive techniques.
2. Research and write educational materials such as interpretation worksheets, animal fact sheets, display information, web content, and materials for educators (lesson plans, presentation content, etc.).
3. Present on-site educational programming including Zoo Camp, workshops, classes, activities, and table chats with biological artifacts.
4. Actively serve as an interpreter of animal/habitat/conservation information
5. Lead on-site educational tours for school field trips and other guests.
6. Assist with Zoo2U outreach programs presenting curriculum and biological artifacts.
7. Oversee and mentor Volunteer Conservation Corps (Adult and Youth).

8. Participate in conservation activities such as collecting data, behavior observations, field hikes, sorting inventory, analyzing data, etc.
9. Assist in the planning and implementation of animal event days and special events.
10. Participate in office operation, answer phone, reply to emails and follow up on messages.
11. Maintain a clean operational environment (office, classroom, gallery, storage areas, break room).
12. Demonstrate professional behavior and positive attitude toward guests, co-workers, volunteers, interns, and at all times when in uniform.
13. Maintain professional appearance in proper designated uniform during all Zoo work assignments both on and off-grounds.
14. Represent the Zoo and the Conservation Education Department in a professional manner and promote its interests both internally and externally.
  - a. Represents the Zoo's position and interests in conservation, animal care, welfare, evidence-based research, and other issues in a professional, well-informed, positive, and responsive manner.
  - b. Keeps abreast of trends, information, and emerging issues related to areas of responsibility.
15. Follows all safety procedures that pertain to the duties performed.
16. Perform other related duties as assigned.

#### **POSITION REQUIREMENTS AND SPECIFICATIONS:**

##### **Education, Experience, & License Requirements**

- Must have obtained or be in pursuit of bachelor's degree in fields related to biological/environmental/life sciences, education, performing arts, etc.
- One year of experience involving formal or informal education
- Experience with public speaking, interacting with the public and good communication and writing skills required.
- Must have an appropriate, valid driver's license.

##### **Competency and Knowledge Requirements**

- Knowledge of the animal kingdom and natural history.
- Ability to work around all types of live animals (invertebrates, reptiles, birds, mammals, amphibians, fish).
- Organize and present enthusiastic, educational and interactive programs.
- Must be dependable, courteous and able to work with people of all ages.
- Must be able to research and interpret data and implement into written plans for classes, camps, activities, events, and interpretive presentations.
- Strong interest in/commitment to conservation, animals, habitats, and the natural world.
- Gain knowledge of departmental policies, procedures and put practices to effective using standard operating procedures.

- Ability to establish and maintain effective working relationships with staff, volunteers, Zoo members and guests, general public, and Rock Island County Forest Preserve District representatives.
- Ability to be an effective decision-maker and problem-solver.
- Strong interpersonal and communications skills, including verbal, written, and listening skills.
- Strong observation, analytical, and organizational skills and abilities.
- Must be flexible, cooperative, and able to adapt easily to shifting priorities.

### **Time Requirements**

This seasonal position is part time and requires 21-35 hours of work per week.

Hours may be scheduled during the day, evenings, weekends, and holidays.

Training will begin upon hiring and continue on the job.

\* Time off requests of greater than one week or during busier times of the season may not be considered.

### **Physical Requirements**

Position involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, climbing, working in confined spaces, and lifting or carrying items moderately heavy (up to 30 pounds); or may involve the complex operation of gasoline/electric machinery or office equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation of items such as a keyboard. Must be able to perform duties in all weather types as well as indoor/outdoor environments of variable temperatures.

### **Environmental requirements**

Position may require frequent exposure to adverse environmental conditions.

Must tolerate heat, cold, smells, dirt, biological functions, moisture, etc.

### **Sensory Requirements**

Position requires oral communications ability as well as the perception and discrimination of vision (including color and depth perception), sound, smell, taste, and touch/texture.