Job Classification: Seasonal
Work Schedule: Variable: Setup/teardown primarily M-F. During Zoo Lights event: evenings and weekends. Can be discussed.
Reporting Relationship: Guest Service Manager, Director of Administration & Creative

Primary Accountabilities:
The Zoo Lights Team Member is a Guest Services position for Friends of the Zoo ("FOTZ"). This position will be expected to assist with installation, execution, and teardown for the Topeka Zoo's ("Zoo") fundraising event called Zoo Lights.

Major Duties:
- Installs holiday lighting, décor, and supporting hardware for Zoo Lights.
- Wraps and hangs holiday lighting in and around trees and buildings
- Wraps rope light on metal frames, securing with zip ties.
- Sets up holiday displays in/on garden beds, lawns, trees, and buildings.
- Assists with maintaining inventory of supplies and materials.
- During the Zoo Lights event, helps with support Guest Services responsibilities at point-of-sale locations.
- Assists with general up-keep of guest paths and facilities
- Assists guest in a friendly and positive manner regarding Zoo offerings, prices, information, and directions.
- Assists with events, after hour programs, rentals and/or parties when scheduled.
- Projects a professional image while in uniform and using the two-way radio.
- Assists with setup and cleanup to ensure spaces are maintained appropriately.
- Attends all FOTZ daytime, evening, and weekend special and private and corporate events, as required.
- Performs additional duties as assigned.

Required Qualifications:
- Must be at least 18 years old, legally able to work in the US, and pass a background check.
- Must be able to use tools and equipment like power drills, hammers, ladders, and scissor lift.
- Must be energetic and have a positive personality
- Possess basic problem-solving skills
- Reliable and punctual attendance habits.
- Ability to establish and maintain effective working relationships with co-workers
- Ability to work in a team environment and independently as needed.
- Ability to work in varied weather conditions and environments.
- Able to self-motivate and take initiative without direct supervision
- Ability to engage and communicate effectively with guests of all ages through good listening skills.
- Ability to adapt to a fast-paced working environment.
- Friendliness, enthusiasm, and a positive and professional attitude.
- Strong organizational skills and the ability to coordinate multiple projects.

- Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Ability to communicate effectively, both verbally and in writing, with staff, clients, and the business community.
- Commitment to the mission of the Topeka Zoo and its Core Values.

Physical Demands:
- Ability to frequently reach with hands and arms.
- Ability to stand for extended periods of time.
- Ability to use fine motor skills to handle and manipulate items like wire and zip ties
- Ability to climb stepstools and ladders using proper safety equipment
- Ability to read computer screens, e-mail, and mail.
- Ability to work some evenings and weekends and attend events required.
- Ability to move up to fifty (50) pounds.

Work Environment:
- Regularly exposed to outdoor weather conditions.
- Interaction with staff and customers, including demanding or difficult customers and/or situations.
- Although most work is performed within scheduled hours, some irregular hours on evenings, weekends, and holidays may be necessary.

Additional Duties:
Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

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Employee Signature   Date   Supervisor Signature   Date