



Education Specialist Job Description

Job Classification: Full-time, permanent, 40 hours per week

Work Schedule: YOUR CHOICE of either Wednesday-Sunday 8:30am-5:30pm OR Thursday-Sunday 8:00am-7:00pm. **Hours may vary slightly due to program schedule each week; however, they will stay within 40 hours/week.**

Reporting Relationship: Education Program Manager; Director of Conservation and Education

Primary Accountabilities:

Responsible for education programming, including the development of the live animal programs, as well as conducting and evaluating them. These programs include on- and off-grounds classes, birthday parties, and adventure camps. Class audiences include the general public, school groups, libraries, senior living centers, preschools/daycares, businesses, scout groups, groups with special needs, homeschool groups, and others.

Major Duties:

- Serve as the primary contact for the zoo's robust birthday party program and conduct/supervise these parties to support zoo revenue.
- Plan and develop education programming to provide rewarding educational experiences.
- Serve as an instructor, providing outreach, public programming, school programming, and other education programs.
- Assist with programs for camps and other activities.
- Exhibit proper handling and transportation of live program animals, including a variety of small mammals, reptiles, amphibians, birds, and invertebrates.
- Communicate well with direct supervisors and co-workers as well as guests/public.
- Be proficient with the use of Microsoft programs and other computer data programs.
- Able to run errands, complete projects, and other duties as assigned.
- Able to work and complete tasks with minimal supervision.
- Punctuality and availability for scheduled work is expected.
- Provide excellent customer service to all guests at the Topeka Zoo and Conservation Center.

Qualifications:

- A bachelor's degree is preferred; Preference is given to those with a degree relating to Biology, Conservation, Environmental Sciences, Psychology, or Education.
- At least one year experience in a formal or informal education position is required.
- Must possess a valid driver's license and have an insurable driving record.
- Must be CPR certified or willing to complete this upon hire.

Experience Preferred:

- Experience with public speaking in some capacity (examples: zoo/aquarium chats, school presentations, etc.).
- Experience working with wildlife education, classroom programming, or environmental education.
- Experience with youth groups.
- Experience with computer programs.
- Experience with customer service.



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Skills:

- Must have strong leadership skills.
- Must have strong attention-to-detail skills and ability to adapt quickly and efficiently.
- Must enjoy working with people of all ages, including young children.
- Must be able to work efficiently and effectively unsupervised.
- Must be able to work well both in a team and individually.
- Ability to follow verbal and written instructions.
- Ability to provide great customer service.
- Ability to setup and tear down props and other exhibit material to support instruction.

Mental Requirements:

- Ability to read and follow written instruction.
- Ability to follow verbal instructions.
- Ability to communicate effectively.
- Ability to use good judgment.
- Excellent listening skills.
- Must be self-motivated.
- Ability to remain calm in stressful situations.
- Ability to develop programs in line with the zoo's mission and value statements.

Physical Requirements:

- Ability to exert physical effort in performing tasks.
- Ability to lift a minimum of 50 lbs.
- Ability to work in all weather conditions.
- Strong physical condition.
- Must be able to stand for long periods of time.
- Good hand-eye coordination.
- Ability to speak clearly and loudly.

Pay:

\$17/hour

Position includes full benefits, paid holidays, paid time off, 401k retirement plan (employer-matched), and zoo discounts.

To apply, please send resume and cover letter to hire@topekazoo.org. Please put "Education Specialist Application" as the subject of your email. Cover letters can be addressed to Mrs. Rachael Rost-Allen and Mr. Dennis Dinwiddie. For questions, contact 785-368-9137.

Interview will include a request for a presentation on a selected topic. You will be given time to prepare.

Deadline to apply: August 30, 2022; Anticipated start date in October 2022