

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

**Work Schedule:** Wednesday-Sunday 8:00am-5:00pm. **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, primarily weekend birthday parties and evening scout programs. These programs, besides birthday parties and scout programs include on- and off-grounds classes 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.
- Run errands, complete projects, and other duties as assigned.
- Work and complete tasks with minimal supervision.
- Be punctual and available for scheduled work.
- 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.

**Skills:**

- Strong leadership skills.
- Strong attention-to-detail skills and ability to adapt quickly and efficiently.
- Must enjoy working with people of all ages, including young children.
- Ability to work efficiently and effectively unsupervised.
- Ability to work well both in a team and individually.
- Ability to follow verbal and written instructions.
- Ability to provide great customer service.
- Ability to set up 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.
- 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:**

\$17.50/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 [hmangel@topekazoo.org](mailto:hmangel@topekazoo.org). Please put "Educator Application" as the subject of your email. Cover letters can be addressed to Hunter Mangel and Dennis Dinwiddie. For questions, contact 785-368-9137.

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

**Applications will be reviewed as they are received.**