



Education Supervisor - Cosley Zoo - Full-time

Wheaton Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$50,000 - \$55,000 DOQ

Description:

GENERAL PURPOSE

This position is responsible for the development, coordination, presentation, and evaluation of Cosley Zoo educational programs. This position will hire, train, and evaluate education staff, volunteers, and interns.

REQUIRED EDUCATION, QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

Minimum of a Bachelor's Degree in environmental education, natural sciences, or related field, plus at least two (2) years of experience and skills in interpretation or education. This position also requires at least two (2) years of each of the following: experience in an AZA zoo, supervising staff, and animal handling. Must be proficient in the use of Microsoft Office Suite. Must have great problem solving, analytical, organizational, interpersonal; and written and verbal communication skills. Must be able to provide effectively for persons with special needs; must be comfortable handling domestic animals and captive wildlife.

ESSENTIAL FUNCTIONS

- Work hours necessary to produce exceptional results.
- Create, organize, implement, evaluate, and revise where necessary all requested, public, guest engagement, and education programs for the zoo.
- Recruit, train, coordinate, mentor, and evaluate part-time education instructors, volunteers, summer camp counselors, interns, and junior zookeepers.
- Manage summer camps, their curriculum, promotion, organization, evaluation, and staffing.
- Assist the Education & Guest Experiences Manager to oversee the organization and facilitation of special events at the zoo both during and outside regular zoo public hours.
- Assist with development and implementation of zoo interpretive planning.
- Seek out and develop relationships with contacts in schools, scouts, and other community organizations to develop, implement, and evaluate new programs which meet each group's specific needs.
- Manage the daily animal care, training, and enrichment for select education animals ensuring their welfare.

- Manage the information on the zoo's website and social media and implement changes as needed.
- Oversee the collection and interpretation of relevant data on zoo visitors in a timely manner.
- Schedule and process program requests.
- Facilitate facility rentals.
- Create and provide pre-and post-visit information to requested program participants where applicable.
- Field questions from the public providing excellent customer service.
- Assist with aspects of community relations, marketing, and publicity for the zoo.
- Assist with development of the budget for assigned areas and maintain effective budgetary control.
- Assist with seeking, applying for, and managing grant funding for education groups.
- Receive in-service training in animal handling and protocol.
- Prepare and maintain accurate written and oral reports as requested.
- Assist with purchasing and maintaining an accurate inventory of equipment and supplies for programs and special events.
- Contribute to production of quarterly park district program brochures, explanatory signs, and publicity materials.
- Assist with the development of new exhibits.
- Seek, interpret, and act upon input from residents and the general public.
- Maintain the highest level of safety in the work area through implementation of safety protocols and procedures.

REQUIRED CERTIFICATIONS, LICENSES, ETC

Must have and maintain: a valid driver's license with acceptable driving record, CPR/AED certified or obtain within one (1) year of employment, and current Mandatory Reporter certificate.

PHYSICAL DEMANDS

Must be able to: frequently remain in a stationary position for long periods of time; move throughout the building to the second floor and the zoo area on uneven ground; frequently and repetitively use a keyboard; occasionally move objects such as supplies, animals, etc. weighing up to 25 lbs. and rarely over 25 lbs.; and rarely position self to move objects below waist or above head.

ENVIRONMENTAL DEMANDS

Must be able to: occasionally tolerate all weather conditions and insects while traveling between the office and the zoo; frequently in an office setting and occasionally exposed to pesticides, chemicals, fumes, gasses, odors, dust, mold, animal hair/dander/feces, and rarely to wet, slippery surfaces.

SALARY

\$50,000.00 - \$55,000.00 per year, DOQ

BENEFITS

- Health (HMO or PPO), with very low employee contribution for employee, spouse, and dependents.
- Health Insurance Wavier Incentive – up to \$4,500.00.
- 100% employer paid dental insurance for employee, spouse, and dependents.
- 100% employer paid vision insurance for the employee.
- 100% employer paid life insurance at 1.5 times your annual salary.
- Health insurance incentive up to \$4,500 per year.
- FSA and Dependent Care pre-tax via payroll deduction.

- Pension Plan through the Illinois Municipal Retirement Fund, including employer contributions.
- Paid time off including 12 sick days per year, 12 vacation days, 2 personal days (pro-rated first year), 12 ½ holidays.
- Free use of fitness center, two pools, golf, and entrance to Cosley Zoo to employees and family members eligible for insurance coverage.
- Tuition Reimbursement, discounts on merchandise, professional memberships, and other voluntary benefits.

The Wheaton Park District is an equal opportunity employer. EOE/M/F/D/V

To apply for this position go to:

<https://wheatonparkdistrict.clearcompany.com/careers/jobs/e84faa72-57ec-1590-db2a-d3480c3e0c35/apply?source=2841858-CS-26822>