



Job Description

Binghamton Zoo at Ross Park
185 Park Ave
Binghamton, NY 13903
(607) 724-5461 (phone)
(607) 724-545433 (fax)
rossparkzoo.com

Department: Education
Position Title: Education Assistant
Reports To: Education Coordinator
Category: Seasonal; Part-Time
Salary: Non-Exempt; Varies based on experience

EDUCATION ASSISTANT

The Education Assistant facilitates a wide variety of educational programs throughout the open season, including ZooMobiles, Guided Tours, Wild Encounters, Birthday Parties and Scout Programs at the Binghamton Zoo. This position is focused on educating the public on wildlife, ecology, conservation issues and the role that humans play within our environment. The Education Assistant will be working with many different types of audiences, ranging from toddlers to senior citizens, through planned programs and through unexpected educational opportunities that visitors encounter during their trip to the zoo.

In addition to facilitation, the Education Assistant will also help with administrative duties associated with educational programs, including booking and program development. This position will be part time, 20 hours a week. The schedule will include at least one weekend day and may include some evenings. This position will run from March/April through October.

Specific Responsibilities

- Facilitate ZooMobiles, Guided Tours, Wild Encounters, Birthday Parties and Scout Programs both onsite and offsite, as well as informal onsite education opportunities such as exhibit and animal spotlights. This will include the handling of animal ambassadors and the use of these animals in educational presentations.
- The Education Assistant will be trained on the content and format of the Binghamton Zoo's structured educational programs and will be expected to present quality programming in all of these formats.
- The Education Assistant will also be trained in the proper handling techniques for the Zoo's animal ambassadors and will be expected to observe all proper handling procedures.
- Assist in administrative tasks associated with educational programming, such as booking programs with clients over the phone, preparing materials for educational programs and ensuring vehicles are ready for use.
- Assist the Education Coordinator in the development, evaluation and improvement of educational programs and policies.
- Assist the Zoo School Teacher(s) in facilitating summer Zoo School, as needed.

- Assist in the supervision and training of Education interns, Jr. Docents and volunteers, as needed.
- Assist with special events and other duties as needed.

Required Knowledge, Skills, and Abilities

- Bachelor's Degree in education, environmental studies or similar subject **OR** 2 years of relevant experience in informal education. Combination of both a Bachelor's and experience is preferred.
- Must have strong communication skills, especially oral, and a firm command of the English language. Multilingual is a plus.
- Must be comfortable interacting with and speaking in front of large groups.
- Must be proficient in Microsoft Office, Google Docs and Sheets.
- Must be comfortable and experienced in working with a wide range of audiences.
- Basic knowledge of animals, wildlife, ecology, biology, and/or conservation issues. Advanced or formal education in these subjects is a plus.
- Experience developing educational programs, including lesson plans, is a plus.
- Carries out duties and responsibilities in a safe and efficient manner to maintain a safe work environment. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action.
- Experience working with and handling animals is a plus.
- First Aid and/or CPR training is a plus.

General Requirements

- Must be able to work at least one (1) weekend day per week
- Must be willing to work a flexible work schedule that may include weekends and evening hours.
- Must be able to lift 25 pounds and regularly walk along the zoo paths, which includes a loop of just over 1 mile with occasional steep grades.
- Must possess a valid Driver's License and have reliable transportation to the Binghamton Zoo
- Must present a neat and professional appearance.
- Responsible to follow policies and procedures outlined in Southern Tier Zoological Society's employee manual.
- Must submit to and pass a background check.

Please send a resume and cover letter to Ian Jensen, Education Coordinator. These may be sent by email to ijensen@rossparkzoo.com or by mail to Binghamton Zoo at Ross Park, ATTN: Ian Jensen, 185 Park Ave, Binghamton, NY 13903.