

Cheyenne Mountain Zoo

Position Title: Education Outreach Coordinator

Reports to: Education Curator

Department: Education

Background: The Education Outreach Coordinator develops, coordinates, implements and evaluates Cheyenne Mountain Zoo Education Outreach programming. This position represents the Zoo with live animal presentations throughout our community and is responsible for the proper transport and care of ambassador animals while off-site.

Work schedule: This position is a full-time, hourly position with benefits. The typical work week for this person is Tuesday-Saturday. This job **requires great flexibility** in work schedule with weekends, evenings and occasional late nights as necessary to fulfill job duties and program requests.

Responsibilities: To include but are not limited to the following:

- Develop, coordinate, implement and evaluate all aspects of education outreach programs including live animals off zoo grounds.
- Strategize and work collaboratively with other team members regarding program goals, objectives and program development.
- Responsible for all scheduling and logistics coordination of outreach programming including volunteer assistance and transport of live animals to off site locations
- Provide training, supervision and leadership to all education outreach staff and volunteers.
- Manage the Education Outreach revenue goals, expense budgets and grants related to outreach.
- In conjunction with the Zoo's marketing department implement outreach marketing strategies, including such things as developing and maintaining website content, brochures, mailers and emails.
- Present exceptional and dynamic programs featuring live animals throughout Colorado including community, school and media appearances
- Provide excellent and professional communication with all Cheyenne Mountain Zoo staff, volunteers, teachers and other community members
- Handle and train a variety of live animals for outreach programs, adhering to all zoo policies and protocols for the animal ambassador collection
- Collaborate with Loft staff on animal handling and behavioral training and protocols for the animal ambassador collection
- Submit timely reports
- Support a variety of other education programs as needed, such as teacher workshops and on-site classes.
- Consistent with the Zoo's strategic and Education Department plans, work to continually improve and expand outreach programming
- Support on grounds programming/special with animal ambassadors as needed

Qualifications

- Minimum Associates' degree in Biology, Zoology, Education, a related field or applicable work experience
- Experience working with diverse audiences and varying group size, including young children through senior adults in a formal or informal educational setting
- At least two years experience handling, training, caring for and presenting a variety of live animals
- Excellent oral presentation, organization, written, and word processing skills
- Experience with budget management
- Curriculum development and implementation experience
- Experience utilizing AV equipment related to and delivering Power Point presentations
- Ability to work dexterously with hands and arms and lift up to 50 lbs
- A valid Colorado driver license (must be obtained prior to start date). A clean driving record is required.
- Bilingual in English and Spanish a plus

Reporting and Relationships: This position requires a substantial amount of contact with staff, volunteers and other departments, members and the general public.

Physical Demands and Work Environment: This employee will have a rigorous schedule including, loading and transporting animals off-site, presenting programs and returning to the Zoo and the animals safely to their enclosures. Ability to drive a Zoo van in all weather conditions is critical. This job also includes frequently long days, standing for long hours at a time, handling all types of animals, working with a computer, providing memorable guest

experiences whenever possible, walking outside, on steep terrain, in all weather conditions at the Zoo, and often carrying loads up to 50 pounds.

All resumes must be received by February 10, 2012.