



JOB POSTING

Position: **ZooTeen Coordinator**
Organization: **Seneca Park Zoo Society**
Date Posted: **February 15, 2017**
Applications Due: **March 31, 2017**

Department: **Education**
Direct Supervisor: **Manager of Formal Programs**
FLSA Status: **Non-Exempt**
Full-time/Part-time: **PT– Seasonal, 3-5 days/21-35 hours per week, primarily July and August with additional dates in May and June. Must be available weekends and occasional weeknights.**

General Summary

The ZooTeen Coordinator, working with the Manager of Formal Programs, is responsible for overseeing, supervising and facilitating all of the daily activities for the summer ZooTeen program. ZooTeens range in age from 13-18 and work as ambassadors of the Zoo by educating the public at stations designed by Zoo staff and ZooTeen Leaders. Two ZooTeen Coordinators share responsibilities to cover a seven day a week program.

Responsibilities

- **Conduct interviews and facilitate training.**
- **Prepare, organize, and create activities together with ZooTeen Leaders and other Zoo staff members.**
- **Coordinate daily schedules, lead meetings and participate in events such as family picnics.**
- **Communicate effectively with teens, staff, parents, and guests.**
- **Supervise and navigate relationships among ZooTeens and help to create and maintain a collaborative and upbeat working environment.**

Qualifications

- **Successful experience and high interest in working with teens.**
- **Minimum of a 4-yr. degree plus related experience in both education and environmental science**

- Interest and experience in environmental education, conservation, and environmental sustainability.
- Ability to mentor and provide constructive criticism to encourage learning and growth.
- Highly collaborative and energetic.
- Excellent customer service skills.
- Organized, punctual, and professional.
- Possession of a valid NYS driver's license.
- Must be at least 18 years old.
- The employee is regularly required to lift or move up to 25 pounds.

Application Instructions

All interested applicants must submit a current resume and a cover letter describing their qualifications as they relate to the duties of the position. Electronic copies are encouraged and may be submitted to: sshaw@senecazoo.org with ZooTeen Coordinator in the subject line or by hard copy to ZooTeen Coordinator Search, Seneca Park Zoo Society, 2222 St. Paul Street, Rochester, NY 14621. All applications must be received by 5 p.m. on 03/31/2017.

The Seneca Park Zoo Society is an Equal Opportunity Employer