



Job Description

Job Title: Education Specialist
Reports To: Education Manager, Director of Education
FLSA Status: Non-Exempt, full time

SUMMARY:

The Education Specialist creates, plans, writes, administers, facilitates, and evaluates Zoo education curriculum, resources, and program strategies for a variety of audiences within the Zoo and the community to support the Zoo's conservation and education missions. Additionally, the Education Specialist supports and supervises Zoo Teacher/Educator staff to assure energetic, high quality program interpretation. This position also contributes to positive guest experiences and performs other duties as required. The ideal person for this position will have excellent communication and organizational skills, a positive and enthusiastic outlook, and strong curriculum development skills. This position reports directly to the Education Manager and the Director of Education. Additional guidance is received through established policies and procedures, plus verbal and written communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be an Ambassador for the Zoo at all times.
- Work as a member of a large, diverse team.
- Plans, organizes, and implements educational content for Zoo programs for children and adults, including school programs, outreaches, and staff training based on need, program development, staffing, and evaluation; makes programming recommendations to the Education Manager and Director of Education.
- Updates and evaluates all programs and curricula annually, creating new programs and education initiatives when appropriate; ensures that Zoo programs and curriculum meet State of Florida academic standards and national science benchmarks and align with the Zoo's education objectives and mission.
- Create various programs, including camps, homeschool programs, workshops, scout programs, curriculum-based programs, virtual programs, and special event programs in conjunction with the Zoo Teacher and Educator teams.
- Maintain and/or create assigned training manuals, i.e., Education Animal Resource Manual and program manuals.
- In collaboration with the Education Manager and Director of Education, procure, order and/or make supplies/materials lists needed to effectively teach programs.
- Maintains Zoo Teacher, Zoo Educator, and Overnight Coordinator schedules.
- Teach programs as needed.
- Prepare program areas, acquired supplies, and materials as needed.
- Work with a large diverse collection of education program animals. This includes, but not limited to, handling animals during programs, packing and unpacking animals and supplies.
- Develop, teach, and train the students and/or public about the animals in the education collection.
- Assist with the hiring, training, and managing of Zoo Teacher and Zoo Educator staff for zoo programs, camps and classes; evaluate instructors for effectiveness; make recommendations for improvement.
- Assist the Education Manager in training Education staff members in all animal handling protocols and procedures.

- Work in collaboration with the Education Manager and Senior Ambassador Animal keeper to develop policies and protocols for handling live animals and their use in educational programming.
- Train to teach all Education programs.
- Develop and nurture professional relationships with all Zoo staff.
- Adheres to all Central Florida Zoo policies and procedures.
- Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum 18 years old.
- Must provide a negative pre-employment drug test result.
- Must successfully pass a background check.
- Must be able to traverse Zoo grounds on foot.
- Must be able to work independently and as part of a team.
- Receive and understand directions/instructions verbally, written and audio.
- Ability to interact with a wide age range and variety of people is essential.
- Ability to learn, retain and, in turn, teach many animal facts in an effective manner.
- Excellent communication and teamwork skills necessary.
- Ability to work with wide range of animals (invertebrates, amphibians, reptiles, birds, and small mammals).
- Must have the ability to work flexible hours, including weekdays, weekends, holidays, evenings, and Zoo special events.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

EDUCATION / EXPERIENCE:

This position requires a college degree. Teaching experience is preferred and a background in biology, zoology, or life science. Curriculum writing, technical and organizational skills are essential.

LANGUAGE ABILITY:

- Must be able to communicate with guests and staff clearly and effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess a valid Florida driver's license with acceptable motor vehicle record to maintain Zoo standards of insurability.

PHYSICAL DEMANDS:

In compliance with the Americans with Disabilities Act, the following have been identified as physical requirements of the job:

- The employee must frequently lift and/or move up to 40 pounds.
- Drive Zoo vehicles.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to use hands and fingers to handle, reach or feel and manipulate objects or controls.
- The employee is frequently required to sit, walk distances, climb, balance, stoop, bend, kneel and crouch.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

A large percentage of duties are performed outdoors in various weather conditions, ranging from rain, wind, cool to cold weather, and extreme heat and humidity. It is possible the employee will be exposed to dust and harsh chemicals that if not handled properly may present a health hazard. The noise level in the work environment is usually moderate.

Central Florida Zoo & Botanical Gardens reserves the right to revise or change job duties and responsibilities as the need arises. This job description pertains to an “at will” position with the Central Florida Zoo & Botanical Gardens and in no way constitutes a written or implied contract of employment.

Employee (Print name)

Employee’s signature

Department Representative

Date

The Central Florida Zoological Society is an equal opportunity employer and makes decisions related to compensation and all terms, conditions or privileges of employment on the basis of merit. Company policy prohibits unlawful discrimination based on race, color, creed, sex (including pregnancy), gender orientation, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, genetic characteristic, military status or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and prohibited by the CFZS.