

 **Job Description**

**Job Title:** **Director of Education**

**Reports To:** **CEO**

FLSA Status: Exempt – Full Time

**SUMMARY:**

The Central Florida Zoo & Botanical Gardens (CFZ&BG) seeks a Director of Education to advance the Zoo’s mission by directing the operations of all education programs from conception through execution. Education programs include, but are not limited to camps, field trip experiences, onsite programming for schools, youth groups, special needs groups, early childhood programs, community outreach, evening educational programs, and special learning opportunities coordinated with special events. This position has oversight for a team of educators including the Education Manager. This individual also drives related organizational initiatives, development, training, and supervision of the Volunteer Department, including the Volunteer Manager and Volunteer Coordinator. As a member of the Zoo’s Senior Leadership Team, they are charged with budget administration and participates in Zoo operation-based activities, meetings, and decision-making.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The successful candidate must have comprehensive experience in and advanced knowledge of the following:

* Lead the operations of all educational programs at the Zoo and with surrounding community partners to further the Zoo’s mission and vision.
* Develop strategies and implement innovative community programming serving diverse audiences and utilizing unique technologies and varied learning models to keep with department current on trends, concepts, and methods.
* Analyze current programs and learning styles to ensure consistency with AZA guideline and best practices.
* Develop informal educational programs with emphasis on learning through active inquiry-based exploration based on AZA program and conservation goals, as well as formal education state standards.
* Build community partnerships and seek collaborative opportunities with local, regional, and government agencies, and educational institutions to diversify and expand educational opportunities and offerings.
* Prepare annual budgets for the education and volunteer departments. Monitor spending for educational programs in accordance with established operational and grant budgets.
* Provide administrative oversight of the Volunteer Department including, but not limited to, performance appraisals, policy development, budget administration, and overall department organization.
* In collaboration with the Development Department, seek, develop, procure and administer grants to support education and outreach programs.
* Work collaboratively with other departments while identifying opportunities for incorporating educational experiences.
* Actively participate in the planning, design, and implementation of new exhibits and facilities.
* In collaboration, coordinate the content and design for messaging, interpretation, and signage for new exhibits and facilities.
* Serve as a spokesperson for the Department, including making personal appearances and presentations.
* Assist in the preparation and operation of special events after normal Zoo hours as needed.
* Other duties as assigned.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Bachelor’s degree in education, biology, environmental/natural science discipline, or related discipline.
* Five (5) years of experience with educational program development and execution in an AZA, zoo, aquarium, or museum, or similar informal learning environment.
* Three (3) years of experience in a management or leadership position.
* Experience with new program development and familiarity with best practices of informal education in AZA zoos, aquariums, or other learning environments.
* Experience working with children, youth and families of diverse backgrounds and income levels.
* Grant writing experience preferred.
* Experience with evaluation and measuring programmatic outcomes preferred.
* Any combination of equivalent education and experience to successfully perform the essential functions of the position will be considered.

While direct knowledge and experience in a zoo, aquarium, or environmentally focused mission area are not required, the ideal candidate will have extensive knowledge of AZA best practices and accreditation standards and, at minimum, be passionate about animal welfare, education, conservation, and our environment, and will understand the value proposition of our organization, our local communities, and the global community of conservationists.

**LANGUAGE AND REASONING ABILITY:**

* Strong leadership abilities to foster teamwork and inspire others toward a shared, strategic vision.
* Ability to develop informal educational programs with emphasis on learning through active inquiry-based exploration.
* Ability to cultivate and maintain effective relationships with a diversity of groups including board members, cross functional teams, Zoo staff, Zoo guests, and Zoo partners.
* Proficiency in verbal and written communication, to effectively share information from multiple disciplines to diverse audiences, with varied backgrounds.
* Ability to think strategically, execute plans to meet revenue and impact goals, plus generate, manage and report on budgets.
* Understanding of AZA Accreditation education needs, Ambassador Animal handling guidelines, AZA Animal Care husbandry protocols, and AZA Safe programs.
* Attention to detail and ability to manage multiple competing priorities simultaneously.
* Competency with Google docs, Microsoft Office, data analytics.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

* Valid Florida State driver license

**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 or move up to 25 pounds, occasionally lift or move up to 50 pounds, stand for extended periods, and drive Zoo vehicles.
* This job's specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or listen.
* The employee is frequently required to use hands and fingers to handle, reach, or feel and manipulate objects or controls. The employee is regularly 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 the job functions are performed in an office atmosphere. Exposure to Florida weather environments should be considered.

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.

The Central Florida Zoological Society is an equal opportunity employer and makes decisions related to compensation and all terms, conditions, or privileges of employment based on 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.