Roger William’s Park Zoo is currently recruiting an Assistant ZooCamp Director for the 2022 summer season. The Assistant ZooCamp Director will support the ZooCamp Director in the day to day operations of one of the state’s best summer camp experiences for children ages 4 – 13.

**RESPONSIBILITIES:**
- Work with ZooCamp Director to oversee all aspects of three summer ZooCamps – Tadpole Academy (4 & 5 year olds), Summer Adventures (6 – 10 year olds) and Conservation Heroes (11 – 13 year olds).
- In the event of ZooCamp Counselor absence, enthusiastically engage group of campers in a schedule of educational crafts, activities, snacks, animal encounters and zoo tours.
- In the event of ZooCamp Director’s absence, provide overall support and supervision for ZooCamp Staff.
- Ensure the safety of all ZooCamps while participating in ZooCamp, including response to emergency situations, administering first aid & overseeing the check-out process to ensure a smooth, safe and efficient experience for ZooCamp participants and parents.
- Enforce ZooCamp policies with campers, volunteers, staff and parents in a safe, firm and respectful manner.
- Model and coach ZooCamp Counselors in use of positive classroom & behavior management techniques.
- Maintain open & clear communication with ZooCamp team, which will include leading a minimum of one staff meeting a day.
- Work effectively as a member of a team.
- Communicate effectively with members of the ZooCamp Administration team, including the ZooCamp Director and the Summer ZooCamp Inclusion Specialist. This will include both time sensitive communications & scheduled check-in meetings.
- Communicate effectively with members of other Zoo departments to support ZooCamp.
- Work with members of the ZooCamp Administration team to mentor teen Counselors-in-Training volunteers. This includes the planning and implementation of trainings, active participation in team building, and daily supervision of Counselor-in-Training breaks.
- Build and maintain a good rapport with ZooCamp parents. This may include making phone calls, assisting with e-mails & fielding feedback.
- Create and send a daily ZooCamp Newsletter to ZooCamp parents. This will include considerable writing, photography & design work in Microsoft Office.
- Provide administrative support including creating schedules, camp group assignments, developing reports, etc.
- Plan and implement a variety of team building activities including the ZooMazing Race.
- Maintain a clean, organized ZooCamp environment.
- Assist with the daily facilitation of the ZoCamp aftercare program.
- Assist with initial and continual camp curriculum development.
- Support both the mission of the Zoo and the related mission of the education department by performing other duties as assigned by the ZooCamp Director, Manager of Family Programs, and/or the Director of Education.
CRITERIA:

Experience and Education:
• Completion or pursuit of a Bachelor’s Degree in Education, Biology, Zoology, or related field from an accredited college or university; or equivalent combination of education and experience.
• Minimum of one year of leadership experience working with children ages 4 – 13 and mentoring teens 12 – 17 is required.
• Familiarity with informal education and summer camp environment, positive classroom management strategies and working with children under the PDD spectrum strongly desired.

Skills and Aptitudes:
• Demonstrated ability to supervise staff and volunteers.
• Able to demonstrate responsibility, creative problem solving, excellent interpersonal, written and verbal communication skills, organizational, and time management skills.
• Ability to make quick, responsible decisions and improvise when needed.
• Ability to manage concurrent demands effectively & with poise.
• Proficient in applying positive behavior management techniques to working with children.
• Enthusiastic, open-minded, creative, flexible, adaptable, patient, self-motivated, self-directed and able to work both independently and with a team.
• Able to communicate openly, thoroughly, respectfully, and clearly with campers, parents, volunteers, and other staff.
• Flexibility in a fast-paced environment, respond well under pressure and display a high level of patience.
• Demonstrated ability to work as a productive member of a team.
• General knowledge of natural history and conservation topics preferred.
• An appreciation for informal, lifelong learning in agreement with RWPZ’s mission and commitment to education and conservation.

Additional Requirements:
• At least 18 years of age (necessitated by supervision of CITs age 12-17).
• Ability to work outdoors under various weather conditions.
• Flexibility to work occasional evenings and weekends.
• Successful completion of a background check.
• Valid state driver's license.

TRAINING & WORK SCHEDULE:
Mandatory Training Dates in May and June. Please inquire for dates.

Spring ZooCamp Training Schedule:
April 18th-22nd, Monday 8 am – 5:30 pm, Tues – Fri 9:30 am – 5:30 pm

Summer ZooCamp Work Schedule:
June 13th - August 19th, Mondays 8 am– 5:30 pm, Tues – Fri 9:30 am – 5:30 pm

Interested candidates are encouraged to send a cover letter and resume to:
Roger Williams Park Zoo
ATTN: Assistant ZooCamp Director Search
1000 Elmwood Ave
Providence, RI 02907
-or-
employment@rwpzoo.org