



Overnight Programs Coordinator Job Posting

Roger Williams Park Zoo of Providence, Rhode Island, is one of the nation's oldest zoos and home to over 100 animal species. Our culture is built on our core values: community, fun, innovation, diversity, integrity, sustainability, and excellence. We value our role in the community as a treasured place for families and a trusted resource for learning; we create a sense of community for our staff and contribute to the global conservation community. We provide a fun experience for our guests and believe that a fun environment is essential to create a great workplace. We are willing to take risks, to propose novel ideas and to think "out of the box". Bold dreams are welcome here. We act with respect toward all. We value diversity and are intolerant of bias. Integrity and honesty drive our business practices and our relationships with each other and our constituents. We are driven by our vision of greater sustainability in our environmental practices and in our business model. We believe that by establishing a sustainable financial base we can best achieve our goals. We are always striving for excellence. We work to exceed expectations in all areas.

RWPZ is currently recruiting for a part-time, year-round, Overnight Program Coordinator. This position is responsible for the facilitation of zoo overnight programs. The Overnight Program Coordinator reports directly to the Manager of Family Programs.

RESPONSIBILITIES

- Enthusiastically engage overnight groups in themed curriculums that include educational games, hands-on activities, occasional crafts, tours of the zoo and animal encounters.
- Ensure the safety of all program participants – will require enforcing zoo policies, responding to emergency situations, and administering first-aid as necessary.
- Prepare classroom and materials for each night's experience.
- Receive, hygienically serve and clean-up after evening and morning meals.
- Remain at zoo overnight as the responsible party and respond to any incidents at any hour.
- Conduct Zoo tours.
- Communicate effectively with and supervise team of Overnight Program Instructors.
- Communicate regularly with Manager of Family Programs between overnight programs.

- Inventory and maintain program supplies.
- Provide high level of customer service to all program participants.
- Solicit feedback from overnight program participants.
- Assist with continual overnight curriculum development.
- Complete Program Animal Handling Training and be comfortable with all aspects of animal handling and presentation. This may include (but is not limited to) the safe handling of snakes and other reptiles, birds (including raptors), small mammals and invertebrates (including tarantulas, cockroaches & scorpions).
- Performs related duties as required

Competencies

Required Experience and Education:

Completion of a Bachelor's Degree in Education, Biology, Ecology, or related field. One- or two-years' experience in the environmental field. Experience working with children ages 6-12 and adults. Customer service experience as well as experience managing program participant safety required.

Preferred Experience and Education:

Recent experience working with diverse populations and fluency speaking additional languages a plus.

Skills and Aptitudes

- Ability to develop and implement new activities with environmental theme
- An appreciation for informal, lifelong learning in agreement with Roger Williams Park Zoo's mission and commitment to education and conservation
- General knowledge of natural history and conservation topics
- Ability to make quick, responsible decisions and improvise when needed
- High level of patience
- Ability to work independently and as a member of a team
- Classroom and behavior management skills
- Extremely strong communication skills
- Strong organizational and time management skills
- Must be first aid/CPR certified (or willing to become certified) and maintain certification

Additional Requirements:

- Proof fully vaccinated for COVID-19 or obtains a qualified approved exemption prior to employment start date. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen.
- Successful completion of a background check.
- Valid driver's license.
- Must be available to work weekends and overnight.
- Occasionally required to move and/or lift up to 30lbs.

As an Overnight Program Coordinator, you will be joining our team in showcasing our Zoo pride and excellence in customer service.

Interested candidates are encouraged to send a cover letter, resume and salary requirements to:

Roger Williams Park Zoo
ATTN: Overnight Programs Coordinator
1000 Elmwood Ave
Providence, RI 02907

-or-

employment@rwpzoo.org

We love diversity! We strongly encourage people of all colors, races, sexual orientations, genders, gender identities, sexual preferences, physical abilities, mental abilities, income levels, backgrounds and experiences apply.



ACCREDITED BY THE
**ASSOCIATION
OF ZOOS &
AQUARIUMS**

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