



ZooCamp Administrator Job Posting

Roger Williams Park Zoo (RWPZ) of Providence, Rhode Island, is one of the nation's oldest zoos, exhibiting 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. 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 a full-time, year-round, exempt, ZooCamp Administrator. The ZooCamp Administrator is primarily responsible for the operation of camp programs for youth ages 4-17 in the Winter, Spring, Summer & some holidays. The individual in this position supervises seasonal staff including the Assistant ZooCamp Administrator, Inclusion Specialist, Camp Counselors, Junior Counselors and Counselors-in-Training (CITs).

Responsibilities:

1. ZooCamp Responsibilities

- Design, deliver, & evaluate Winter, Spring, Summer & holiday ZooCamps for ages 4 – 14
 - Design and ensure effective delivery of age appropriate and inclusive camp curricula in collaboration with the Assistant Camp Administrator, the Inclusion Specialist, and the Manager of Family Programs.
 - Seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
 - Build and maintain a good rapport with ZooCamp parents. This includes responsive & proactive communication via phone and e-mail, fielding feedback, and enforcing safety policies & procedures.
 - Ensure the safety of all ZooCampers while participating in ZooCamp -- develop and implement crisis and risk management procedures, respond to first aid needs, emergency situations, and respond effectively in times of increased pressure.
 - Provide administrative support including creating schedules, camp group assignments, developing reports, inventorying supplies, etc.

- Manage supplies and inventory within the ZooCamp budget.
- Maintain a clean, organized ZooCamp environment.
- Interview, hire, train, supervise, evaluate, and mentor seasonal camp staff.
 - Plan and facilitate training for Camp Counselor and Junior Counselors including, but not limited to Policy and Protocol, Curriculum Training and Positive Classroom & Behavior Management Techniques and supporting campers of varying needs in collaboration with Assistant Camp Administrator, the Inclusion Specialist, and the Manager of Family Programs.
 - Collaborate with Education and Guest Engagement staff to provide training to staff in other identified areas like social emotional learning, inquiry learning, profound experiences, and play.
 - Provide support to ZooCamp Counselors and Junior Counselors in developing and maintaining a positive, safe and supportive environment for campers, CITS and each other.
 - Maintain open and clear communication with ZooCamp team, which will include leading a minimum of one staff meeting a day.
- Manage Counselor-in-Training (CIT) program.
 - Work with Manager of Volunteers to recruit applicants and conduct interviews.
 - Plan and conduct training and create schedules.
 - Work with ZooCamp Counselors to provide weekly constructive feedback to CITs.
 - Plan, organize & facilitate a minimum of three (3) CIT teambuilding events.
- Assist Manager of Family Programs & Education Program Registrar with marketing of camp and camp registration process.

2. Instructor Responsibilities

- Work with the Manager of Family Programs to facilitate other programs in the Family Programs Portfolio including, but not limited to Zoo Career Workshops, Scout events, Wild Connections, Insider Tours, Earth Agents, Breakfast with the Animals, etc. as needed.

3. Curriculum Responsibilities

- Develop all camp curricula.

4. Animal Handling Presentation Responsibilities

- Be proficient in all aspects of the presentation of Ambassador Animals as gleaned through the completion of RWPZ's Animal Ambassador training components.
- Be comfortable with all aspects of animal handling, acclimation, and presentation in programs.
- Transport animal carriers and program supplies to and from vehicles and throughout the Zoo.
- Work quickly and thoughtfully with the Animal Care team to respond to animal, animal-related emergencies both on and off Zoo grounds.

Required Experience, Training and/or Education

Required Experience and Education:

We will consider various combinations of relevant experience and education providing the minimum requirements of demonstrating the following:

- Expertise in:
 - camp leadership.

- non-formal science, environmental and/or conservation education program development and delivery.
- Experience:
 - working with volunteers, especially teen volunteers ages 4-17.
 - teaching various age groups, especially children ages 4-14.
- Leading staff, including knowledge of hiring, training, evaluating, coaching/mentoring, and performance management while creating a culture of growth, accountability and excellence for staff and self.
- An understanding of educational pedagogy, lesson and curriculum design, and child development.
- CPR/First Aid certified (or willing to become certified before the first camp session).

Preferred Experience and Education:

- Experience:
 - working with children of varying abilities.
 - and comfort with animal handling
- Familiarity with on-line registration systems, such as Altru and Camp Brain.
- Advanced understanding around key areas of work including special education, informal learning, outdoor education, science education and/or developmental psychology.
- The ability to develop and refine education programs using an equity lens to ensure accessibility and inclusion for diverse audiences.
- Previous customer service experience in a zoo, aquarium or related organization.
- Knowledge of the American Camp Association Standards and resources.
- Recent experience working with diverse populations and fluency speaking additional languages.
- Proficiency in Conservation psychology and behavior change models.

Competencies:

- Ability to effectively:
 - Work:
 - both independently and with a team.
 - with children and adults of all ages and learning abilities.
 - Function in a professional environment, demonstrating responsibility and creative problem solving.
 - Facilitate programs independently and with co-facilitators.
 - Listen actively and respond in a respectful tone.
 - Build trust through open and honest communication.
 - Contribute to a work environment of inclusiveness, welcoming others' suggestions, and points of view.
 - Establish priorities, manage time, meet deadlines, and organize resources effectively.
 - Work safely and follow established safety standards.
 - Use identified frameworks and tools to design, implement, and evaluate programs that prioritize equity, accessibility, and inclusion. This includes applying an equity lens to ensure that diverse audiences are meaningfully engaged, and programs are accessible to individuals with different backgrounds and abilities. Consider the unique needs, preferences, and challenges of various audience segments to create tailored and impactful experiences that promote participation and inclusion for all.
 - Maintain effective working relationships.
 - Ability to carry out job responsibilities in loud, high-energy environments.

- Identify and respond to stress in a variety of animals including mammals, reptiles, amphibians, invertebrates and various types of birds including, but not limited to, raptors, macaws, waterfowl and galliforms.
- Must demonstrate proficiency in
 - Effective program and curriculum design.
 - Evaluative thinking.
 - Developing and implementing staff training.
 - Microsoft Office (primarily Excel, Word, and Outlook).
- Must possess
 - Effective classroom management and behavior management skills and techniques.
 - Ability to design and implement programming that fosters empathy for wildlife and wild places.
 - Ability to articulate the important role of Association of Zoos and Aquariums (AZA) and accredited zoos and aquariums in education and conservation.
 - An appreciation of informal, lifelong learning in agreement with RWPZ's mission and commitment to education and conservation.
 - Strong verbal and written communication skills.

Additional Requirements:

- Ability to work outdoors under various weather conditions.
- Flexibility to work Saturdays, Sundays, evenings and holidays.
- Occasional travel via all modes of transportation.
- Successful completion of a background check.
- Valid state driver's license.
- Occasionally lift and or move stationary items, such as animal carriers, up to 30 pounds.
- Animal handling for animals which may weigh up to 15 pounds for 30-minute intervals.

If you are interested in this exciting opportunity to be a team member at a well-renowned Zoo in the New England area, send a cover letter, resume and salary requirements to the address below.

Roger Williams Park Zoo
ATTN: ZooCamp Administrator
 1000 Elmwood Ave
 Providence, RI 02907

-or-

employment@rwpzoo.org



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



rwpzoo.org

