



Afternoon Assistant 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 for part-time, seasonal, exempt Afternoon Assistant ZooCamp Administrator. The Afternoon Assistant ZooCamp Administrator is primarily responsible for supporting the Zoo Camp Administrator in the operation of camp programs for youth ages 4-17 in the Winter, Spring, Summer & some holidays.

RESPONSIBILITIES

- Work with ZooCamp Administrator to oversee all aspects of three summer ZooCamps – Tadpole Academy (4 & 5 years old), Summer Adventures (6 – 10 years old) and Conservation Heroes (11 – 14 years old), Winter Vacation Camp, Spring Vacation Camp and select holiday Day Camps.
- In the event of ZooCamp Counselor absence, they will step in as a ZooCamp Counselor.
- In the event of ZooCamp Administrator's absence, they provide overall support and supervision for ZooCamp Staff.
- Ensure the safety of all ZooCampers 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 support in leading a minimum of one staff meeting a day.
- Communicate effectively with members of the ZooCamp Administration team, including the ZooCamp Administrator and the Inclusion Specialist, for 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 volunteers in the Counselors-in-Training volunteers. This includes the planning and implementation of training, 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.
- Oversee afternoon staff clean-up of classrooms and material prep
- Provide administrative support including creating schedules, camp group assignments, developing reports, etc.
- Assist with the planning and implementation of a variety of team building activities.
- Maintain a clean, organized ZooCamp environment.
- Assist with the daily facilitation of the ZooCamp aftercare program.
- Assist with initial and continual camp curriculum development.
- Close Education Center each afternoon.

Other functions and responsibilities (Non-Essential/Marginal Functions)

- Support both the mission of the Zoo and the related mission of the education department by performing other duties as assigned by the ZooCamp Administrator, Manager of Family Programs, and/or the Director of Education.
- Safe operation of zoo vehicles when required.

Required Experience, Training and/or Education:

Required Experience and Education:

We will consider a various combination of relevant experience and education providing they meet the minimum requirements. The minimum requirements for this position consider a combination of education and work experience that demonstrate the following:

- Experience in:
 - Camp leadership
 - Working with volunteers, especially teen volunteers ages 12-17
 - Non-formal science, environmental and/or conservation education program development and delivery
 - Teaching various age groups, especially children ages 4-14.
- 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.
- 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.
- Recent experience utilizing Conservation psychology and behavior change models.
- 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 in speaking additional languages.

Competencies:

Ability to effectively:

- Work both independently and with a team.
- Make quick, responsible decisions and improvise when needed
- Work with children and adults of all ages and learning abilities.
- Function in a professional environment, demonstrating responsibility and creative problem solving.
- Manage concurrent demands.
- 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.
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.

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.
- Understanding of animal care best practices

Additional Requirements

- At least 18 years of age (necessitated by supervision of teen volunteers ages 12-17).
- Ability to work outdoors under various weather conditions.
- Successful completion of a background check.
- Valid driver's license.
- Flexibility to work occasional evenings & weekends.
- Must be willing to become first aid/ CPR certified and maintain certification.
- Work environment is split between indoor classroom spaces with moderate to loud noises and outdoors in various weather conditions with similar noise levels.

Supervisory Responsibilities:

- Assist with safety and supervision of campers (ages 4-14), CIT's (ages 12-17), and ZooCamp staff.
- In the absence of ZooCamp Administrator, provide overall support and supervision for ZooCamp staff.

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: Assistant ZooCamp Administrator
 1000 Elmwood Ave
 Providence, RI 02907
 -or-
employment@rwpzoo.org



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