



Overnight Programs Coordinator

(Part-time, year-round)

Roger William's Park Zoo is currently recruiting an Overnight Programs Coordinator. The Overnight Program Coordinator position is responsible for the facilitation of zoo overnight programs and reports directly to the Manager of Family Programs. This position is part-time, year-round.

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 – may require response to emergency situations.
- 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 morning tour.
- 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).
- Support both the mission of the Zoo and the related mission of the education department by performing other duties as assigned by Manager of Family Programs, and/or the Director of Education.
- Performs related duties as required.

QUALIFICATIONS:

Experience and Education:

Bachelor's degree in Education, Biology, Ecology or related field plus one to two years' experience in the environmental education field. Experience working with children ages 6 – 12 and adults is required. Customer service experience and experience managing program participant safety strongly desired.

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 also 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:

- Must be available to work weekends. Overnight hours are 4:30 PM – 10:00 AM Fridays & Saturdays of September – November and January – June and. Each Overnight Program Coordinator can expect to work an average of 6 – 8 overnights in the Fall and 8 – 10 overnights in the Spring. Numbers are subject to change.
- Successful completion of a background check.
- Lifting and/or moving an object up to 30 pounds is occasionally required in this position.

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

Roger Williams Park Zoo

ATTN: Overnight Programs Coordinator Search

1000 Elmwood Ave

Providence, RI 02907

-or-

employment@rwpzoo.org