



ZooCamp Director Job Posting

Roger Williams Park Zoo is currently recruiting for a full-time, year-round, ZooCamp Director. Our ZooCamp Director 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 Director, Camp Counselors, and Counselors-in-Training (CITs).

Responsibilities:

1. ZooCamp Responsibilities:

- Design, deliver, & evaluate Winter, Spring, Summer & holiday ZooCamps for ages 4 – 13
 - Design and ensure effective delivery of age appropriate and inclusive camp curricula.
 - Seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff. Make adjustments as necessary.
 - Build and maintain a good rapport with ZooCamp parents. This includes responsive & proactive communication via phone & 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.
 - Thoroughly screen applicants through application reviews & conducting interviews. Coordinate on-boarding of new hires.
 - Plan & facilitate pre-camp trainings.
 - Plan & coordinate recurrent professional development opportunities.
 - Model positive classroom & behavior management techniques.

- Maintain open & clear communication with ZooCamp team, which will include leading a minimum of one staff meeting a day and providing timely feedback – both through formal reviews and informal conversation.
- Set and maintain high performance expectations.
- Manage Counselor-in-Training (CIT) program.
 - Work with Manager of Volunteers to recruit applicants
 - Conduct interviews, trainings & 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 & Program Registrar with marketing of camp & camp registration process. Familiarity with on-line registration systems, such as Altru, strongly preferred.
- Maintain and further establish a strong foundation for anticipated and expected growth of the ZooCamp program over the next 2-3 years. Demonstrate ability to support and manage a growing program and staff. Proactively and regularly provide Manager of Family Programs with suggestions for improvements and opportunities for growth.

2. Instructor Responsibilities:

- Work with the Manager of Family Programs to facilitate other programs such as Roots & Shoots, Zoo Career Workshops, Scout Safari Night, etc. as needed.

3. Curriculum Responsibilities:

- Develop all camp curricula.

4. Animal Handling Presentation Responsibilities:

- Complete Program Animal Handling Training and be comfortable with all aspects of animal handling, enrichment and presentation in programs. 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).

5. Other Functions and Responsibilities:

- Work with Manager of Family Programs in the development of other family program curriculum such as overnights, Scout Safari Night.
- Carry animal carriers and program supplies to and from vehicles and throughout zoo.
- Safe operation of zoo vehicles when required for off-site programming.
- Collaborate with Manager of Family Programs to advance family programs portfolio.
- Assist Manager of Family Programs with operational needs and duties as assigned.

Qualifications:

We are looking for an enthusiastic, open-minded, creative, flexible, adaptable, patient, and self-motivated individual with a positive attitude and a passion for environmental education. A minimum of two years' experience in camp leadership, including the supervision of staff and volunteers and teaching various age groups and special needs, is preferred. Completion 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 required. Experience and comfort with animal handling as well as knowledge of natural history and conservation topics strongly desired. Demonstrated time and project management, customer service, and problem-solving skills are required. Enjoying working with children of all ages and learning abilities is essential to this position.

Additional Requirements:

- Be comfortable working outdoors and in adverse conditions (heat, rain, cold, etc.).
- Flexibility to work some weekends & Holidays.
- Occasional travel via all modes of transportation.
- Successful completion of a background check.
- Valid state driver's license.
- Occasional lifting and/or moving an object up to 20 pounds.
- Frequent handling of moving animals, which may weigh up to 15 pounds, for thirty 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 employment@rwpzoo.org or to:

Roger Williams Park Zoo
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