***JOB TITLE:* Conservation Education Specialist**

***REPORTS TO: Director of Conservation Education***

***FLSA STATUS:* Non-Exempt**

**TYPE OF POSITION: Full Time**

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| **JOB SUMMARY:** |  | Under the direction of the Director of Conservation Education, s/he will conceptualize and assist in the development of mission related, educationally meaningful and cost effective programs that generate significant earned income and grant support. S/he will ensure that there is a high level of program quality, and that programs align with the departmental strategic framework and demonstrate impact. This full-time position is an integral part of the Lehigh Valley Zoo |
| **MAIN DUTIES AND RESPONSIBILITIES** |  | * Develops, implements, and evaluates, on and off site programming. This may include camps, encounters, meet and greets, and more.
* Works collaboratively with Education Director in proactively seeking opportunities for revenue generation.
* Develops relationships with public, and private schools, PTA’s, Boards of Cooperative Educational Services and other education related entities
* Develops strong working relationships with staff in other departments to create a dynamic network that cultivates innovation and team development.
* Develops program ideas for grants, and once awarded, oversees all aspects of the programs and ensures compliance with all grant requirements.
* Support the creation of innovative curriculum that inspires and fulfills the needs of primary and secondary teachers in meeting Pennsylvania’s educational standards.
* Support the creation of innovative and attractive adult and family oriented programming that fulfills the needs and desires of the community and encourages return visitation of our general audience.
* Support the creation of programming attractive to a variety of sizes and types of groups.
* Collaborates with representatives from the community to provide programming that promotes the Zoo mission
* Ensure programming meets Pennsylvania and Federal Standards for Education (STEAM)
* Answer phone calls, emails and participate in scheduling for all programming.
* Participate in the creation and implementation of training plans for the ambassador animal collection.
* **OTHER DUTIES:**
* Research educational information for training, programming, exhibit graphics, newsletters, activity guides, and other informational projects.
* Education Programs - gather materials, prepare and gather animals, set up materials, facilitate the program, return animals to their enclosures, place materials back to proper location, clean-up.
* Organize materials, keep workspace, classrooms, etc. clean, neat and organized.
* Directly communicate with the Director of Conservation Education in terms of education programs, Ambassador Animals and other related matters.
* General maintenance as needed.
* Participate in the training, and socialization of Ambassador Animals; including African penguins.
* Perform other related work as required.
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| **Skills Competencies** |  | * Satisfactory results required on criminal record check and child abuse history clearance
* High proficiency in all areas of Microsoft Office to include Outlook, Work, Excel and PowerPoint.
* Detail oriented and organized
* Excellent written communication skills
* Able to communicate effectively
* Motivated self-starter with the ability to work independently with purpose and accuracy as well in a group setting.
* Excellent time management with ability to multitask and adhere to deadlines
* Ability to develop and maintain effective working relationships
* Demonstrated leadership abilities and strategic thinking
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| **qualifications and experience** |  | * Experience working in a school, education department at a zoo, museum, or informal learning center.
* Experience with STEAM Education initiatives and State education standards a must.
* Knowledge of the principles and practices of educational program development.
* Knowledge of learning theories, interpretive techniques, and teaching methods.
* Skill in teaching all age levels on a variety of topics.
* Effective presentation skills.
* Knowledge and skill in handling animals.
* Demonstrated experience in program development, curriculum design and assessment
* Must be willing to work weekends, holidays, and occasional after-hour or overnight assignments, in all weather conditions.
* Must possess a valid driver’s license
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| **physical demands and work environment** |  | The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.* **Physical Demands:** While performing the job duties of this job, the employee is always required to: walk; sit; stand; use hands to fingers; handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk or hear. Employee must lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
* **Work Environment:** The noise level in the work environment is usually louder than a normal office environment at times. While performing the job duties you at times you will be required to work outside in all weather conditions.
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The employee is expected to adhere to all company policies while employed. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.