

Education/Outreach Seasonal

Department: Education

Reports to: Education Coordinator

Timeframe – April 1, 2020 – October 31, 2020 (negotiable)



General Description:

The ZooMontana Education/Outreach Seasonal position is designed to provide emerging individuals with practical learning experience and valuable knowledge related to the Zoological field. The Education Seasonal will participate in all daily activities of the education department. Activities include, but are not limited to, implementing on and off-site outreaches with animal handling, amphitheater programs, program development, summer camp instruction, curriculum design and possibly animal care and training. This is a career-strengthening step for those considering employment in a zoological or conservation-oriented facility with an emphasis on education outreach or those looking for stable, annual summer work. Although housing is not provided, ZooMontana will aid in finding affordable housing options.

Essential Functions:

- Deliver on and off-site education programs at/for schools, business meetings or special events.
- Aids Summer Camp programming.
- Program development.
- Deliver tours for onsite guests when needed.
- Handle animals under appropriate policies and protocols, including mammals, birds of prey and reptiles.
- Assist with training of education animals for program use.
- Maintain records regarding number of programs delivered and children reached.
- Help maintain a clean and safe work environment within ZooMontana.
- Helps to implement fire, animal death and animal escape protocol.
- Conduct light office cleaning.
- Assist animal care staff as needed.
- Perform other duties as assigned.

Skills:

- Must be able to communicate well with public and present a positive attitude even in difficult situations.
- Must be detail oriented and possess good record keeping methods.

- Must be self-motivated and able to think logically and solve any problems that arise with little or no guidance.

Requirements:

- Must have a two or four year college degree, or be a student enrolled in a college or university pursuing a degree in Biology, Zoology, Education, Environmental Sciences, Psychology, Pre-Vet, Veterinary Technology, or other related disciplines.
- Must have a desire to learn professional animal care techniques.
- Must be able to work on weekends, holidays and flexible hours as well as various evening hours.
- Must be willing to utilize technology within educational programming including but not limited to PowerPoint presentations, smart board technology and video technology.
- Maintain clean driving record for safe operation of Zoo vehicles and possess and maintain a state of Montana driver's license.
- Must have excellent interpretation skills, be comfortable with public speaking and be able to improvise when needed.
- Must be able to work with animals, adults, and children of various backgrounds.
- Must be able to stand for extended periods of time.
- Must be able to withstand typical Montana climate.
- Must be able to lift 50 pounds.

Application Procedure:

Your application packet must include:

- Cover letter explaining why you are interested in an internship at ZooMontana.
- Resume.
- Letter of recommendation from an advisor or professional mentor/supervisor preferred.

Submit materials to Katie Elam at 2100 S. Shiloh Rd. Billings, MT 59106 or kelam@zoomontana.org