

## **POSITION DESCRIPTION**

### **Director of Education**



**FLSA Status:** Full-Time, Non-Exempt

**Work Schedule:** Monday – Sunday

Hours will vary due to work assignments.

A flexible schedule for working evenings, weekends, and holidays is required.

**Department:** Education

**Reports to:** CEO

### **POSITION SUMMARY:**

The Director of Education is a professional leadership position which advances the mission of the Chattanooga Zoo by directing the operations of all educational programs at the Zoo from conception through execution. Education programs include, but are not limited to: camps, field trip experiences, onsite programming for schools, youth groups, special needs groups, early childhood programs, community outreach, evening educational programs, and special learning opportunities coordinated with special events. This position has oversight for a team of educators including the Education Manager and Education Coordinators.

### **ESSENTIAL FUNCTIONS:**

The following is only as a representative summary of the primary roles and responsibilities

#### **Zoo Crew Responsibilities**

- Establish and maintain positive, cooperative, and effective working relationships with fellow staff members.
- Communicate with the guests in a courteous and respectful manner.
- Greet guests with a smile and proactively assist guests by answering questions and providing directions to various areas of the Zoo.
- Exhibit a guest centered attitude and a genuine interest in the guest experience.
- Help to keep the Zoo grounds clean and safe.

#### **Department Roles & Responsibilities**

- Lead the operations of all educational programs at the Zoo and with surrounding community partners to further the Zoo's mission and vision.
- Develop strategies and implement innovative community programming serving diverse audiences and utilizing unique technologies and varied learning models to keep the department current on trends, concepts and methods.
- Analyze current programs and learning styles to ensure consistency with AZA guideline and best practices
- Develop informal educational programs with emphasis on learning through active inquiry-based exploration based on AZA program and conservation goals, as well as formal education state standards
- Build community partnerships and seek collaborative opportunities with local, regional, and governmental agencies, and educational institutions to diversify and expand educational opportunities and offerings
- Prepare annual budgets for the education department, as well as budgets for externally sponsored programs. Monitor spending for educational programs in accordance with established operational and grant budgets.

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- In collaboration with the Development Department, seeks, develops, procures and administers grants to support education and outreach programs
- Actively participates in the planning, design, and implementation of new exhibits and facilities, serving as a champion for innovative and inspiring educational experiences

#### **Other Duties**

- Assist in the preparation and operation of special events after normal Zoo hours as needed
- Other duties as assigned

#### **MINIMUM QUALIFICATIONS & EXPERIENCE**

- Bachelor's degree in education, biology, environmental/natural science discipline, or related discipline
- Five (5) years of experience with educational program development and execution in an AZA zoo, aquarium, or museum, or similar informal learning environment
- Three (3) years of experience in a management or leadership position
- Experience with new program development and familiarity with best practices of informal education in AZA zoos, aquariums, or other learning environments
- Experience working with children, youth and families of diverse backgrounds and income levels.
- Grant writing experience preferred
- Any combination of equivalent education and experience to successfully perform the essential functions of the position will be considered

#### **COMPETENCIES**

- Strong leadership abilities to foster teamwork and inspire others toward a shared, strategic vision
- Ability to develop informal educational programs with emphasis on learning through active inquiry-based exploration
- Comfort with design and implementation of new modes of engagement, new technologies, and unique programming models
- Ability to cultivate and maintain effective relationships with a diversity of groups including board members, cross functional teams, Zoo staff, Zoo guests and Zoo partners
- Proficiency in verbal and written communication, to effectively share information from multiple disciplines to diverse audiences, with varied backgrounds
- Ability to think strategically, execute plans to meet revenue and impact goals, plus generate, manage and report on budgets
- Understanding of AZA Accreditation education needs, Ambassador Animal handling guidelines, AZA Animal Care husbandry protocols, AZA Safe programs, and AZA guidelines
- Attention to detail and ability to manage multiple competing priorities simultaneously
- Competency with Google docs, Microsoft Office, data analytics

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#### **LICENSING & CERTIFICATIONS:**

Valid Driver's license

#### **PHYSICAL REQUIREMENTS:**

**Light:** Exerting up to 30 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force to constantly move objects. This position requires sitting or standing for long periods of time, but also may require movement across Zoo grounds

#### **Physical Environment:**

This position is generally required to perform work within an office setting and occasionally exposed to external elements which include heat/cold, wet/humid, dry/arid and extreme weather conditions.

#### **SUPPLEMENTAL INFORMATION:**

*The Chattanooga Zoo has adopted a smoke-free campus to serve as a leader in promoting a healthy workplace and environment.*

*The Chattanooga Zoo is a member of the Tennessee Drug-Free Workplace program. This position requires pre-employment screenings which will include: a background check, drug screen & tuberculin skin test.*

*The Friends of the Zoo, Inc (Chattanooga Zoo) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Zoo will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*We are committed to an inclusive environment and value the diverse qualities, perspectives, and experiences of all individuals.*