

## METRO

### Classification Description

**Title:** Oregon Zoo Temporary Instructors – 1, 2 and 3

**Pay Range:** 201 Temp Non-rep pay schedule

**Job Code:** 2514, 2516 and 2522

**Employee Group:** Temp/Seasonal

**Established:** NA

**Revised:** 1/2014, 2/2016, 7/2017;  
8/2018

**EEO Category:** Professional and  
Paraprofessional

**FLSA Status:** Non-Exempt

*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications or other characteristics of a specific position. The classification description is not an employment agreement between Metro or Metro's visitor venues, and the employee and is subject to change by Metro as Metro's needs and the job requirements change.*

#### DESCRIPTION

The Oregon Zoo Temporary Instructors work in a team environment in a variety of assignments for the Zoo's camps, classes and programs.

#### DISTINGUISHING FEATURES

##### Instructor 1

Instructor 1s may work as Camp or Aftercare Counselors.

This is the entry level of a three-level series. Instructor 1s work under the direction of level 2 and/or level 3 instructors implementing existing program curriculum. Instructor 1s work in a team to teach thematic programs for participants of all ages using zoo exhibits, hands-on activities, animal biofacts and/or classroom discovery stations. All activities are taught using multiple learning styles in an informal educational setting. Instructor 1s are expected to utilize best practices in teaching techniques and child/group management and assist in the assessment of learner outcomes. These positions may mentor youth or adult volunteers working in education programs.

##### Instructor 2

Instructor 2s may work as Camp Specialists, ZooSnooze Specialists/ZooSnooze Guides (overnight, evening, morning), Aftercare Specialists, Insect Zoo Assistants, Zoo Teen support staff or UNO/ZAP support staff.

This is the second level of a three-level series. Instructor 2s are distinguished by their responsibility for implementing thematic lessons/presentations for a variety of audiences using zoo exhibits, hands-on activities, animal biofacts and/or classroom discovery stations.

Information is presented using techniques that appeal to multiple learning styles. Instructor 2s are expected to utilize and model best practices in teaching/presentation techniques and group management. In addition, Instructor 2s are responsible for activity scheduling, classroom/program organization, program logistics, maintenance of teaching materials, requisition of supplies and communication with education team leadership. These positions may lead the work of Instructor 1s to ensure effective, efficient program implementation. Instructor 2s also mentor other educators, youth and adult volunteers and are part of the team that assist with developing program goals/learning objectives.

### Instructor 3

Instructor 3s may work as Assistant Camp Coordinators, ZAP/UNO Coordinators, Outreach Educators, Parks Naturalists and Waste Reduction Assistants.

This is the top level of a three-level series. Instructor 3s are distinguished by their responsibility to coordinate the complex seasonal education programming or implement a program that requires advanced skills in teaching and/or animal handling. Instructor 3s may be responsible for the implementation of formative and summative learner evaluations. Instructor 3s are also responsible for classroom/program organization, program coordination and scheduling, maintenance of teaching materials, requisition of supplies and communication with education team leadership. Some positions are also responsible for handling and caring for animals.

It may also be the responsibility of Instructor 3s to direct the work of a team of other educators (Instructor 1s and 2s), to ensure effective, efficient program implementation. Instructor 3s also train other educators, youth and adult volunteers, and may serve on the team that develops program educational goals/learning objectives.

## **DUTIES AND RESPONSIBILITIES**

### Instructor 1

1. Promotes understanding of and respect for animals and the natural world through well-planned activities incorporating the natural history of animals, ecological principles and timely conservation/sustainability issues.
2. Teaches existing curriculum – incorporating thematic lessons, which may include zoo tours, activities, games, projects and songs.
3. Uses best practices in teaching techniques and child management.
4. Follows program schedule.
5. Assists with the preparation of program supplies, organization and maintenance of classrooms/teaching spaces and other tasks necessary for operating programs.
6. Assists in assessment of program and learning.
7. Assists with check in and out of participants following the Oregon Zoo's safety protocols.
8. Works with a team of other educators.
9. Mentors youth and adult volunteers working as program assistants.
10. Provides an educational, recreational and safe experience for participants, including accommodation(s) for special needs and health concerns of participants.

11. Works with the education team to address any problem that might be of concern to program participants or staff.
12. Consistently projects a positive, friendly attitude to all participants/visitors and zoo staff.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability. This includes, but is not limited to:
  - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust;
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others;
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations;
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work;
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection;
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance;
  - Practice safe work habits; and
  - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules, applicable law, and collective bargaining agreements as appropriate.
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

### Instructor 2

In addition to the duties performed by Instructor 1s, the Instructor 2s:

1. Implements programs/curriculum that support the Education division's goals.
2. Models best practices in formal and non-formal teaching techniques and group management.
3. Requisitions and prepares program supplies, organizes and maintains classrooms/presentation spaces and other tasks necessary for operating formal and non-formal education programs.
4. Administers evaluation tools to assess student/participant learning.
5. Leads and mentors other educators, youth and adult volunteers.

### Instructor 3

In addition to the duties performed by Instructor 1s and 2s, the Instructor 3s:

1. Helps develop and administer evaluation tools to assess student/participant learning.
2. Assists with preparation of evaluation data summaries.
3. Interacts with key Education stakeholders including parents of program participants, teachers and other community partners.

4. Develops and implements program protocols/routines.
5. Coordinates with other Metro and zoo departments to ensure efficient program operations.
6. Works with other staff to acquire program supplies or directly purchases as needed.
7. May be involved in cash handling for purchases of program T-shirts, etc.
8. Mentors teens developing teaching and public presentation skills.

As appropriate:

- May perform live animal programs to a variety of youth audiences
- May work with animal care staff to provide animal husbandry as it relates to the care and wellbeing of animals during transport and program delivery; food and carrier preparations needed for program delivery, and the cleaning of carriers and other animal-related props used for program delivery

## **JOB SPECIFICATIONS**

### **All Instructors:**

- Minimum age 18 years
- Able to walk up to 3 miles daily
- Able to lift and carry up to 35 lbs
- Successfully pass the background checks and screening requirements required for the position
- Inclusion experience with special needs children preferred
- First Aid/CPR certification preferred (Zoo offers training opportunities).
- Food Handler's Card preferred (Zoo offers training opportunities).
- Perform all assigned position essential duties and responsibilities
- Fulfill Metro's core values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law; and collective bargaining agreements as appropriate

### **In addition to the job specifications listed above:**

#### Instructor 1

- 2 years experience working with children and adults in formal or informal education, including child/group management.
- Able to mentor teens that are developing teaching skills.
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

#### Instructor 2

- 2 years cumulative experience beyond high school in: elementary/middle school education, environmental education, sustainability, zoology, biology or related field
- 2 years experience working with children in formal or informal education, including child management and program development.
- Able to mentor teens that are developing teaching skills.
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

### Instructor 3

- 2 years of professional-level experience working as part of a team of educators
- Bachelors degree or higher in elementary/middle school education, environmental education, sustainability zoology, biology or related field
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

### **WORK ENVIRONMENT**

*The following indicates the general work environment of positions grouped within this classification; it is not intended to be a comprehensive description of a specific position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

Instructors will work in a variety of indoor and outdoor camp and classroom environments. Position requires walking up to 3 miles daily and lifting and carrying up to 35 lbs daily. The position requires flexible work hours including evenings, weekends and some holidays.