

Classification Description



Title: Educator I
Department: Oregon Zoo
Job Code: 2510
Pay Grade: 201
FLSA Status: Non-exempt

Bargaining Unit: Non-represented
Established: 11/2023
Revised:
EEO Category: Paraprofessional

CLASSIFICATION DESCRIPTION

The Educator I is a grant-funded, multi-year, paid apprenticeship program for a diverse cohort of youth 15 years of age and older. This experience includes educational programming, career exploration, skill building, community outreach, and connections to nature and wildlife. This position will work in a team environment under close supervision by the Youth Development Supervisor and Zoo Apprenticeship Program (ZAP) Coordinator.

DISTINGUISHING FEATURES

This is a single unit classification and is not part of a classification series.

DUTIES AND RESPONSIBILITIES

1. Leads community tours in the Oregon Zoo.
2. Provides an educational, recreational, and safe experience for tour participants, including accommodation(s) for special needs and health concerns of tour participants.
3. Teaches existing curriculum – incorporating thematic lessons, which may include activities, games, projects, and songs.
4. Assists with the preparation of program supplies, organization and maintenance of classrooms/teaching spaces and other tasks necessary for operating programs.
5. Follows program schedule.
6. Assists in assessment of program and learning.
7. Works on group projects to improve guest and community experience and perception of conservation efforts.
8. Leads and mentors youth and teen volunteers.
9. May work with animal care staff to provide animal husbandry as it relates to the care and wellbeing of animals during period of placement.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
 - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
 - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.

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- Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
 - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
 - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
 - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
 - Works in a safe manner and follows safety policies, practices and procedures.
 - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
 4. Performs other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Must be a high school student for the first summer of the program,
- Experience working with children and youth, and
- Experience working with diverse populations, or
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

Special Requirements:

- 15 years of age or older (must be at least 15 by first paid training shift).
- Eligible for Federal Free or Reduced Lunch or meet the income eligibility for other social service programs such as WIC, SNAP, Oregon Health Plan, Housing Choice Voucher Program (Section 8 Oregon), etc.
- Successfully pass background check and screening requirements after 18th birthday.

Preferred:

- Ability to speak multiple languages.
- Willing to make a commitment for 3 consecutive summers at 20 hours per week and 2 school years at 15 hours per month.

Knowledge, Skills and Abilities:

- Knowledge of standard office equipment.
- Knowledge of and commitment for cultural diversity and equity.
- Skill in timeliness and responsibility.
- Skill in working in a team environment.
- Ability to be motivated and curious to learn about wildlife and conservation.

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- Ability to show an excitement for working with community members of all ages (Pre-K youth and families to multilingual retired adults).
 - Ability to perform work indoors and outdoors under various climate conditions.
 - Ability to provide excellent interpersonal and customer service skills.
 - Ability to communicate clearly and concisely, both orally and in writing.
 - Ability to speak in front of audiences.
 - Ability to adapt and be flexible.
 - Ability to analyze and evaluate program effectiveness.
 - Ability to perform essential duties and responsibilities of the position.
 - Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
 - Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

SUPERVISION RECEIVED

- Supervision is received from an assigned Supervisor or Manager.

SUPERVISION EXERCISED

- May provide guidance and coaching to new or less experienced employees.

TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING

- All standard office equipment including, but not limited to computer, printer, copier, and software related to the position.

WORK ENVIRONMENT

- Work is performed indoors and outdoors.
- Work outdoors may include inclement weather conditions.
- Minimal physical exertion with occasional reaching, walking up to 3 miles daily, standing, lifting, stooping, or carrying of equipment and materials.
- May be required to lift and carry up to 35 pounds.

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, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.