VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: ZOO DAY CAMP AIDE

BASIC FUNCTION:

Under the general supervision of the Teaching Zoo Operations Supervisor, a Zoo Day Camp Aide assists Zoo Day Camp Technicians with Junior Safari Day Camp Program activities and similar programs at America’s Teaching Zoo.

DISTINGUISHING CHARACTERISTICS:

Zoo Day Camp Aides assist Zoo Day Camp Technicians with developing and implementing instructional activities for campers between the ages of 6 and 18, performing general clerical tasks in support of the day camp, and supervising zoo day campers. The Zoo Day Camp Technician has additional higher-level responsibilities including assigning camper activities, selecting animals to be studied, and developing camper presentations.

REPRESENTATIVE DUTIES:

- Assist in developing and implementing creative, interactive, and age-appropriate educational activities for zoo day campers between the ages of 6-18. E
- Prepare program specific learning-related materials and activities, assisting campers with arts and crafts projects, games, and activities. E
- Order and pick-up food and craft supplies as necessary. E
- Assist in the check-in and release of day campers according to established procedures. E
- Provide information to parents and visitors regarding operations, registration procedures, and safety guidelines; review and collect day camp forms and fees. E
- Assist in the supervision of campers to ensure compliance with rules and regulations of the program and facility. E
- Assist campers in designing weekly presentations and preparing associated materials; supervise the design of their presentation to ensure the safety of campers, animals, and visitors. E
- Provide for the physical needs of campers with regard to hydration, sun exposure, nutrition, and first-aid as needed. E
- Maintain camp facilities, classrooms, and picnic areas in a neat and orderly manner. E
- Operate vehicles to pick up and deliver supplies. E
- Operate office equipment including computers, printers and copiers. E

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Established July 2010
ZOO DAY CAMP AIDE (continued)

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Instructional methods and techniques
Principles and practices of child guidance
Oral and written communication skills
America’s Teaching Zoo rules, regulations, policies, and procedures
Principles of public relations
Modern office practices, procedures, and equipment
Methods of filing, duplicating, and maintaining records

ABILITY TO:

Anticipate and respond to the needs of children of diverse ethnic, racial and cultural backgrounds
Work effectively with individuals and groups of children
Communicate effectively, both orally and in writing
Administer basic first aid
Plan and organize work in accordance with schedules and deadlines
Operate a vehicle while observing safe and defensive driving practices
Understand and follow oral and written directions
Establish and maintain cooperative effective working relationships with others

EDUCATION AND EXPERIENCE

Any combination equivalent to:

One year of college course work and six months experience working with children.

Experience working with children in an organized setting such as recreation programs or education is preferred.

LICENSES AND REQUIREMENTS

Valid California Driver License
First-Aid Certificate issued by a recognized First Aid training program is preferred
CPR Certificate issued by a recognized CPR training program is preferred
WORKING CONDITIONS

ENVIRONMENT:

Animal facility, outdoor theater, and office environment
Subject to offensive odors from animals and feces
Subject to driving to various sites to pick up supplies
Subject to working with large groups of children

PHYSICAL ABILITIES:

Stamina to stand for extended periods of time
Lifting and carrying supplies and equipment weighing up to 50 pounds
Hearing and speaking to communicate with students
Seeing to observe campers, students, animals, and facility conditions

HAZARDS:

Exposure to animals exhibiting unpredictable temperaments
Exposure to extreme weather conditions