CLASSIFICATION TITLE: ZOO DAY CAMP COUNSELOR

BASIC FUNCTION:

Under general supervision of the Teaching Zoo Operations Supervisor, design and conduct the Junior Safari Day Camp Program and similar programs at America’s Teaching Zoo.

REPRESENTATIVE DUTIES:

Develop, design, and implement creative, interactive, and age-appropriate educational activities for zoo day campers between the ages of 6-17; prepare program specific learning-related materials. 

Assign animals to campers based on camper preferences, age, and experience for the purpose of preparing weekly educational presentations and performances; demonstrate proper handling and provide guidance to campers regarding safe animal handling practices.

Assist campers in designing presentations and with arts and crafts projects, games, and activities.

Provide information to parents and visitors regarding operations, registration procedures, and safety guidelines; review and collect day camp forms and fees.

Communicate with and provide information to the public, media, and college personnel regarding the Junior Safari Day Camp Program.

Purchase food and supplies and track expenses for the zoo day camp.

Coordinate day camp activities with Exotic Animal Training & Management Program students and staff to ensure safety, compliance, and quality of educational experiences of day campers.

Train and provide work direction to counselors in training.

Ensure camper compliance with rules and regulations of the Exotic Animal Training and Management Program and America’s Teaching Zoo.

Check-in and release day campers according to established procedures.

Provide for the physical needs of campers with regard to hydration, sun exposure, nutrition, and first-aid as needed.

Maintain camp facilities, classrooms, and picnic areas in a neat and orderly manner.

Operate office equipment including computers, printers, and copiers.

Operate vehicles to pick up and deliver food and supplies.
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

- Instructional methods and techniques pertaining to children
- Principles and practices of child guidance, care, and supervision
- Age-appropriate day camp activities for children
- America’s Teaching Zoo rules, regulations, policies, and procedures
- Methods, equipment, and materials used in the care, handling, and presentation of animals
- Technical aspects of wildlife and conservation education
- First aid and cardio pulmonary resuscitation (CPR)
- Principles of public relations
- Modern office practices, procedures, and equipment
- Methods of filing, duplicating, and maintaining records

**ABILITY TO:**

- Anticipate and respond to the welfare, health, and safety needs of children of diverse backgrounds
- Work effectively with individuals and groups of children
- Handle a varied animal collection, including, but not limited to hoofed mammals, birds, reptiles, and domestic mammals
- Learn and apply new information and skills
- Communicate effectively, both orally and in writing
- Administer basic first aid
- Work independently with little direction
- 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 effective working relationships with others
- Train and provide work direction to others

**EDUCATION AND EXPERIENCE**

Any combination equivalent to:

**Education:**

- One year of college course work

**Experience:**

- One year of experience working with non-domestic animals or one year of experience working with children in an organized recreational or educational setting

**PREFERRED QUALIFICATIONS**

- Exotic Animal Training & Management certificate or its equivalent
ZOO DAY CAMP COUNSELOR (continued)

Child development certificate or its equivalent

LICENSES AND REQUIREMENTS

A First-Aid Certificate issued by a recognized First Aid training program
A CPR Certificate issued by a recognized CPR training program
A valid California Driver License

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 and deliver supplies
Subject to working with large groups of children

PHYSICAL ABILITIES:

Strength to hold animals for presentations
Stamina to stand for extended periods of time
Lifting and carrying animals, 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