



CHEYENNE MOUNTAIN ZOO Job Description

Position Title: Career and Life Coach
Department: HR
Reports to: Director of Career Development and EdVenture
Supervises: None
FLSA Status: Exempt

POSITION SUMMARY:

Zoo staff are some of the most passionate and motivated people, and Cheyenne Mountain Zoo is looking for a person as passionate about people as we are about conservation. A Career and Life Coach will support all zoo employees in the following ways:

- Develop a multi-point training and orientation for all zoo staff
- Encourage staff to advance both professional and personal goals, and help strategize methods to accomplish these goals.
- Provide guidance and tools when employees are provided constructive feedback. Specifically at a preliminary and secondary level of the counseling cycle.
- Find relief for staff who are feeling the weight of compassion fatigue or grieving the loss of an animal.

Though this person is part of the HR department, they are not responsible for the day to day regulatory compliance paperwork, nor are involved with employee separations. The Career and Life Coach's main role is to focus on the people of the zoo as they navigate their personal and professional aspirations. Traditional HR professionals need not apply.

QUALIFICATIONS AND REQUIREMENTS:

An ideal candidate:

- has professional experience in the following or similar fields: Career and/or Executive Coaching, Guidance Counselor, Academic Advisor, Financial Planning, Human Behavior, etc.
- Is accomplished in professional career, and personal goals
- Is looking to mentor and support up and coming professionals
- Minimum 5 years experience and have a proven track record with that experience
- Must be outgoing and energized by working with people
- The ability to motivate, help, and inspire others
- This position handles highly sensitive information and the need for discretion and total confidentiality regarding personnel records and other information is mandatory.
- High performance leadership behaviors in addition to ability to roll up your sleeves and do the day to day development and implementation of people management.