



CHEYENNE MOUNTAIN ZOO Job Description

Position Title: Mentor
Department: Education
Reports to: Director of EdVenture Programs
Supervises: None
FLSA Status: Non-Exempt

POSITION SUMMARY: THIS IS A PART-TIME POSITION- Education Program Mentors take a leading role in facilitating environmental education through informal/non-formal experiences for people of all ages (including toddlers and adults). Programs are broken into two major categories:

On Site Programs:

- Overnights and Evening tours
- Guided day time tours
- Early childhood programs
- Birthday parties
- Day camp programs
- Teen programs

Off Site Programs:

- ZOOMobile (animal outreach) programs
 - o Birthdays, schools, senior communities, etc.
- Outdoor school
- Teen programs

The main goal of these programs is to instill and foster a lifelong love for nature and animals as well as introduce or develop lifelong passions for activities that tie directly to wildlife and/or wild places. Through live animal presentations, games, crafts and Zoo hikes, mentors will help children to adults to provide a link between people and nature and meet program goals. Position requires weekend and overnight availability. This position is non-supervisory in nature. Adheres to and supports all organizational policies and procedures and standards. Promotes teamwork!

QUALIFICATIONS AND REQUIREMENTS:

- Coursework or experience in environmental education, biology or related field is required.
- Current CPR/First Aid Certification
- Must be able to work weekends, overnights, and commit to a minimum of 29 hours per week
- Willingness to learn to appropriately handle and work with a variety of animals (including reptiles and invertebrates)
- Experience working with children including toddlers is required
- Experience working with diverse audiences and varying group size, including young children in a formal or informal/non-formal educational setting.
- Must have a valid driver's license and must be insurable as a Zoo Driver.

INDEPENDENT ACTION

Must be a self-starter, take initiative, possess a high level of multi-tasking ability under a high degree of pressure and be able to work with limited supervision.

EXTERNAL AND INTERNAL RELATIONSHIPS

Must be a cooperative and collaborative member of the team and able to handle interruptions and requests for information and assistance from employees with an attitude of good customer service.



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Works with Community Programs Supervisor, Extended Education Supervisor, Outreach Supervisor, Zoo volunteers and guests.

Contacts are with all Education staff, youth participants and parents, docents, Zoo Crew (teenage volunteers), all Zoo departments and our very important Zoo guests.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Requirements - While performing the duties of this job, the employee is frequently required to stand; walk; lift heavy objects; sit; use hands to finger, handle or feel objects, tools, or controls; talk, see, hear and smell. Responsible for handling all types of animals, engaging guests in animal husbandry practices or interpretive programs. The employee is occasionally required to reach and stretch with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may be required to endure extremes in temperature and may work in hazardous environments where personal protective equipment is required. Requires full range of body motion, manual and finger dexterity, and eye-hand coordination; requires the ability to use department equipment, to communicate effectively; requires standing, walking, sitting (possibly for long periods of time) and performing repetitive tasks (including working on the computer) for up to the entire work day; requires the ability to lift/carry up to 50 pounds using appropriate body mechanics.
- Visual, Hearing and Communication Requirements - Requires corrected vision and hearing to within normal range, with or without reasonable accommodation.
- Environmental Conditions – Working in a closed office environment and an outdoor environment. Work space may be shared. Working conditions may be noisy with fluctuating indoor and/or outdoor temperatures. May be exposed to a risk of bodily injury through contact with moving instrumentation, substances and other conditions common to an office or Zoo environment. Subject to exposure to animals or Guests which may have the potential for physical aggression. May be exposed to a risk of bodily injury through contact with moving instrumentation, toxic substances, bodily fluids, animal attack, communicable diseases, outdoor weather conditions and other conditions common in a Zoo environment. Subject to unpleasant odors. May be exposed to wet/humid/sunny conditions.
- Pressure Factor - Requires working under stressful conditions. Moderate pressure to meet scheduled and recurring deadlines. The work week will vary from 0 - 29 hours a week year round as needed for programs and will include weekends and overnights at the Zoo. We do not guarantee a maximum/minimum number of hours as that is all dictated by the volume of programs we have on any given week throughout the year. Since the Zoo's busy time is between March – October the likelihood of a heavier work schedule increases during these months.



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Acknowledgement

I have read and understand the above job description; and I can perform the essential functions of this position and ensure that the Organization's Quality Systems, Policies, Goals and Objectives are met and maintained.

Print name

Signature

Date