



## CHEYENNE MOUNTAIN ZOO

### Job Description

**Position Title:** Summer Camp Educator Assistant

**Department:** Education

**Reports to:** Community Programs Supervisor

**Supervises:** None

**FLSA Status:** Non-Exempt

**Pay Rate:** \$16 per hour

**POSITION SUMMARY:** Summer Camp Educator Assistants support the Zoo's Summer Camp Educators in delivering fun, engaging, and meaningful environmental education experiences for campers ranging from kindergarten through sixth grade. Ideal candidates are high school students or first-year college students who are enthusiastic about wildlife, nature, and working with children. In this role, assistants help create a welcoming and positive learning environment, encouraging campers to build a lifelong appreciation for animals, conservation, and the natural world.

This position works collaboratively with Camp Educators by preparing materials, guiding small groups, supporting behavior management, and ensuring camper safety throughout the day. Educator Assistants promote professional working relationships with staff, volunteers, campers, and families, and serve as positive role models for younger participants.

This non-supervisory role requires reliability, enthusiasm, teamwork, and adherence to all Zoo policies, procedures, and safety standards.

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Must be between 16-18 years old at the time of hire.
- Must submit to and pass a pre-employment drug/alcohol screening.
- Must be able to provide proof that you can legally work in the United States.
- Current CPR/First Aid certification (not to expire during summer camp program: May- August) beneficial, not required.
- Interest in pursuing a career in Education or Science Field.
- Group management – aid Summer Camp Educators with group ratios (bathroom breaks, camper lunch breaks, and educator breaks) and support camper with program activities.
- Supports an inclusive, dynamic and guest focused experience for program participants.
- Enthusiasm for working with and engaging children with patience and empathy.
- Communicates and works collaboratively with a team of camp leads, educators and camp directors.



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- Willingness to learn to work alongside a variety of animals.
- Maintains prompt and frequent communication with supervisors.
- Conducts work within the safety guidelines of Cheyenne Mountain Zoo, ensuring personal safety and the safety of the campers.

#### **RESPONSIBILITIES AND DUTIES:**

#### **ORGANIZATIONAL EXPECTATIONS:**

- Ensure discretion with confidential information.
- Maintains courteous, helpful and professional behavior on the job.
- Will support the success of the entire team by promoting a collaborative work environment.
- Adheres to all CM Zoo Policies and Procedures, CM Zoo Safety Policies and Procedures, USDA guidelines and OSHA safety guidelines.
- Consistently contributes to problem solving and cooperates with identified resolutions.
- Must demonstrate regular attendance and punctuality.
- Brings issues and process improvement ideas to the attention of the Supervisor.
- Maintains verbal and written skills required for the position.
- Completes trainings as required.
- Adheres to Company Dress Code Policy. Always "Zoo Crisp!"
- Demonstrates appropriate level of time management in support of co-workers and the entire team.
- Represent the Zoo in a professional manner.

#### **DEPARTMENTAL EXPECTATIONS:**

To include but not limited to the following:

- Must be able to work with our experienced staff of environmental educators and further develop their educational and interpretive skills.
- Complete internal training programs.
- Maintain cleanliness and organization of program facilities at all times.
- Ensure the safety of all program participants.
- Other duties as assigned.

#### **INDEPENDENT ACTION:**

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



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#### **EXTERNAL AND INTERNAL RELATIONSHIPS:**

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

Contacts are with all Education staff, youth participants and parents, docents, Zoo Crew (teenage interns), 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 working alongside 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. Workspace 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.



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Subject to unpleasant odors. May be exposed to wet/humid/sunny conditions.

#### 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 Policies, Goals and Objectives are met and maintained.

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Print name

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Signature

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Date