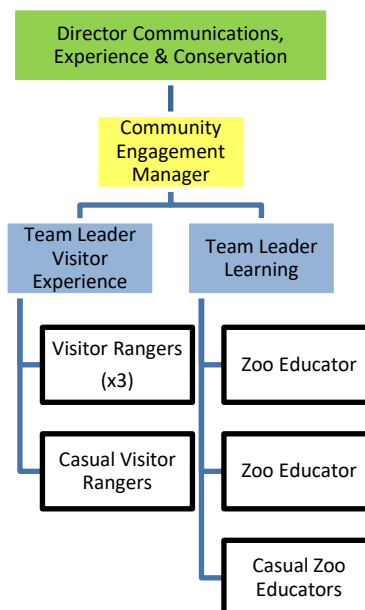


POSITION DESCRIPTION

Job Title:	Zoo Educator
Responsible To:	Team Leader Learning
Responsible For:	N/A
Position Purpose:	The Zoo Educator will develop and deliver creative and exciting message-driven learning experiences to Zoo visitors of all ages. They will be the visitor learning champions within the Zoo. They will ensure all Zoo visitors feel welcomed to our wild party, and will maximise connections with animals for visitors. The Zoo Educator will use effective and innovative learning and interpretation methods to deliver Zoo learning programmes including Enriching Local Curriculum through the Ministry of Education (ELC), Zoo School Holiday Programme, Bush Builders - our hands-on environmental education programme and other learning programmes that are developed to enhance connections between people and nature encouraging positive environmental action. The Zoo Educator will ensure that all learning programmes are delivered to a high quality and in a consistent manner using up to date theories and practise. They will support the wider Communications, Experience and Conservation Team to ensure a strong and integrated visitor and learning focus in all Zoo activities.
Date:	July 2022

Organisation Context:



Important Functional Relationships:

External

- All visitors to Wellington Zoo
- Principals and staff of schools
- Education and interpretation staff employed by other zoos and community organisations
- Professional colleagues in the wider education community
- Donors and supporters

Internal

- All Zoo staff, in particular:
- Communications, Experience and Conservation Team
- Visitor Advisors
- Animal Care team

Key Result Areas:

The position of Zoo Educator encompasses the following functions or Key Result Areas:

- ☐ Learning Programmes
- ☐ Team Work
- ☐ Relationship Management
- ☐ Health and Safety, and Sustainability

The requirements in the above Key Result Areas are broadly identified below:

Jobholder is accountable for	
1. Learning Programmes	<ul style="list-style-type: none"> <input type="checkbox"/> Deliver appropriate, high quality ELC programmes to visiting early childhood, primary, secondary and tertiary students across a range of curriculum areas ensuring conditions of ELC contract are met <input type="checkbox"/> Plan, implement and deliver innovative Zoo based learning programmes <input type="checkbox"/> Develop and deliver Zoo School Holiday Programme, Bush Builders, and other learning programmes and identify new opportunities for learning programmes outside of ELC. <input type="checkbox"/> Identify and implement effective methods of student achievement and feedback and teacher satisfaction evaluation. <input type="checkbox"/> Ensure the maintenance and creation of necessary learning resources. <input type="checkbox"/> Assist other Zoo teams in the design and development of learning experiences and events for Zoo visitors including Zoo Sleepovers <input type="checkbox"/> Day to day delivery of the ELC contract aligning to the New Zealand Curriculum, including accurate reporting and ensuring targets are met. <input type="checkbox"/> Remain up to date with the latest learning and Zoo education practises and theory in both formal and informal education <input type="checkbox"/> Administration of learning team bookings and communication with teachers to ensure learning outcomes are identified
2. Team Work	<ul style="list-style-type: none"> <input type="checkbox"/> Carry out responsibilities in a manner which promotes the values of the Zoo, working cooperatively and effectively with all Zoo staff. <input type="checkbox"/> Share ideas and knowledge with other Zoo staff to develop a co-operative learning environment. <input type="checkbox"/> Support Team Leader Learning in all relevant tasks. <input type="checkbox"/> Assist with training new staff, both casual and permanent, and assist with the co-ordination and mentoring of casual staff. <input type="checkbox"/> Create a positive and motivating environment for the entire Communications, Experience and Conservation Team.
3. Relationship Management	<ul style="list-style-type: none"> <input type="checkbox"/> Establish and nurture positive working relationships with all Zoo staff. <input type="checkbox"/> Build and maintain excellent relationships with Teachers, Principals and the wider education community. <input type="checkbox"/> Treat all Zoo visitors and the wider community with respect and courtesy, and interact with them in a positive manner. <input type="checkbox"/> Manage your relationship with the Team Leader Learning on a 'no surprises' basis, and provide regular reporting as required.
4. Health and Safety, and Sustainability	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure staff receive induction and adequate supervision, information, assistance and training to meet all health and safety responsibilities <input type="checkbox"/> Ensure health and safety is discussed regularly at team meetings <input type="checkbox"/> Ensuring any hazardous conditions, near misses, injuries and accidents are reported immediately to your manager <input type="checkbox"/> Informing the Health, Safety and Wellbeing Team (HSW) about any areas of concern <input type="checkbox"/> Meeting employees responsibilities and contributing to providing a safe working environment for visitors and fellow staff through following safe working instructions and adhering to all health and safety policies and procedures set down by WZT <input type="checkbox"/> Commitment to and delivery of the Zoo's sustainability strategy and initiatives <input type="checkbox"/> Ensuring responsibility for reduction of emissions in line with the Zoo's Toitū carbon zero targets <input type="checkbox"/> Contribute to a culture committed to health, safety and sustainability

Note: The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

Person Specification:

Knowledge/Experience

- ☐ Practical educator experience in zoos, museums or similar facilities; or in schools.
- ☐ Ability to apply New Zealand curriculum to the Zoo's learning environment
- ☐ Tertiary qualification in Education or equivalent experience
- ☐ Demonstrated experience in delivery of high quality customer service.
- ☐ Demonstrated ability to build and maintain effective working relationships both internally and externally
- ☐ Demonstrated excellent oral and written communication skills
- ☐ Passion for inspiring conservation action in children
- ☐ Experience working with a wide range of students, ages and learning abilities including people with special needs.
- ☐ Knowledge of tikanga and te reo Māori.
- ☐ Demonstrated PC literacy
- ☐ Comprehensive knowledge of the role of conservation and environmental sustainability in a progressive Zoo
- ☐ Good attention to detail

Key Job Competencies

- ☐ Creativity
- ☐ Planning & Organising
- ☐ Leadership
- ☐ Decision Making & Problem Solving
- ☐ Relationship Management & Team Work