



On Site Coordinator (Full Time)

The Fresno Chaffee Zoo inspires wonder of our natural world, provides an engaging learning environment, and creates a passion for conservation. Serving the central San Joaquin Valley, the Zoo is committed to sustaining professional active participation in wildlife conservation, research and wildlife education. As a proud recipient of the AZA Top Honor Exhibit Award, we are committed to providing our local community and the AZA community exhibits and programs we all can be proud of.

November 4th, 2014 marked an important day for Fresno County as our community voted to continue to financially support the Zoo through the approval of Measure Z. This measure provides us with financial security that allows us to continue to offer an incredible experience for our guests while providing excellent animal care, and a challenging yet fulfilling working environment.

With Fresno Chaffee Zoo opening Adventure, an expansion consisting of mixed ungulate, African Elephant, and African Carnivore exhibits as well as a number of other engaging species, this is an excellent opportunity to become a member of the dynamic team at the Fresno Chaffee Zoo.

Responsibilities:

We are seeking to hire a knowledgeable, outgoing and guest-oriented On Site Coordinator. **The successful candidate must be comfortable working with public of all ages.** This position has a primary duty of coordinating all administrative details needed for the implementation of program curriculum including the acquisition of materials used for education programs and activities. The On Site Coordinator must be able to communicate effectively and professionally with guests of all ages. This position also assists with the coordination of instructors. The On Site Coordinator is also responsible for accounting of some expenditures and budgeting for the Education department. This position must maintain enthusiastic and professional interactions with all staff and guests.

Requirements:

Bachelor's degree preferred in Business Administration, Education or related field. Minimum of 1 year of public or classroom speaking is required. The candidate should be comfortable speaking in front of large groups and have excellent interpretive and presentation skills. A working knowledge of the principles and an understanding of the process of learning and teaching is preferred. Proficiency with Microsoft Office Suite and the ability to learn other software (Centaman, Better Impact) used by the Zoo is required. A working understanding of SQL is preferred. This position requires the ability to lift and carry 50 lbs., stand, stoop, squat, walk, and sit for long periods of time and the ability to work outdoors in all weather conditions. Must be able to work evenings, weekdays, weekends and holidays.

If you have the desire and skills needed to help create an excellent customer experience at the zoo, apply by November 15, 2015 as directed below.

Please submit resume to careers@fresnochaffeezoo.org or mail to:
Fresno Chaffee Zoo Corporation, 894 W Belmont Ave. Fresno, CA 93728.
Applicants can visit www.fresnochaffeezoo.org to apply online.
Fresno Chaffee Zoo is an Affirmative Action/Equal Opportunity Employer