POSITION DESCRIPTION

Job Title: High School Assistant

Reports to: Education Coordinator, Middle & High School Programs

Department: Conservation Education

Job Type: Volunteer

Work Schedule: M-F, 8:45-3:30PM. Approximately 2-week long commitment. Volunteers may reapply for additional sessions depending on availability and performance.

POSITION SUMMARY

This position helps educate children about science, animals and conservation in our summer Zoo Camps. High School Assistants build professional skills, learn child management techniques, and have the opportunity to explore different careers. This role works closely with an experienced team of educators and is mentored throughout the 2-week session by one of Zoological Society of Milwaukee’s (ZSM) College Interns. High School Assistants play an important summer role in support of the ZSM’s mission to educate people about the importance of wildlife and animals and support the Milwaukee County Zoo, and the Conservation Education Department’s vision to inspire and empower all members of our community to take conservation action.

CONSERVATION EDUCATION DEPARTMENT VISION & VALUES

The Conservation Education Department’s vision is that all community members are inspired and empowered to take conservation action. As a cultural institution in the Milwaukee community, we value the ideas of connectedness, inclusion, conservation, interactive learning, and creativity for our participants, staff, and city.

ESSENTIAL FUNCTIONS

An individual in this position would be able to fulfill the following responsibilities. Accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Serve as a volunteer for Zoological Society of Milwaukee’s summer enrichment programs (Zoo Camp)
- Assist with the preparation of classroom materials and spaces
- Communicate with and support Education Interns and ZSM staff
- Assist in classroom educational activities and Zoo tours
- Participate in training to ensure a safe and engaging Zoo education experience for participants
- Focus on career skills and professional development
- Develop and improve on skills during volunteer session through reflection and career mentoring
- Learn and employ child management techniques and interpersonal skills to connect to and relate with a variety of participants, family members, and volunteers, ranging in age and diversity
- Act with integrity and professionalism in the workplace at all times, and in representation of ZSM and the Conservation Education Department on Zoo grounds

PROGRAM INFORMATION

- Non-paid position
- Does not allow for direct animal handling or veterinary experience
- Service letters will be provided after completion with total service hours for graduation requirements, NHS, clubs, etc.

REQUIREMENTS

- 14-18 years of age
- Completed High School Assistant application
- Two letters of reference for new applicants (past performance evaluations will be used for returning applicants)
- ZSM background check if applicant will turn 18 during or prior to volunteering session