



POSITION DESCRIPTION

Job Title: *Early Childhood Instructor*

Reports to: *Senior Manager, Education Resources & Training and Manager, Enrichment Programs*

Job Status: *Part time*

FLSA Status: *Non-exempt*

Department: *Conservation Education*

Positions Supervised: *None*

Work Schedule: Hours per week vary, but require both weekday and weekend commitments between 8:00-4:00.

POSITION SUMMARY

This position supports early childhood (0-5 year-old) educational programming within the Conservation Education department. The Early Childhood Instructor works closely with full time educators and the Manager of Enrichment Programs in support of the Zoological Society of Milwaukee (ZSM) 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. All instructors are expected to deliver engaging lessons in a variety of educational settings, both in the classroom and Zoo setting.

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 DUTIES AND RESPONSIBILITIES

An individual in this position must be able to successfully perform the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as deemed appropriate.

- Serve as a part-time instructor for enrichment programs for 0-5 year olds; collaborate with full time educators to successfully implement and interpret curriculum, set-up, take-down and prepare classroom spaces and engage with all members of the public.
 - Implement early childhood curricula with the whole child in mind—incorporating different strategies and skill sets that are appropriate for early childhood development, such as social-emotional learning, STEAM, and/or project-based learning.
 - Positively extend the learning experience for participants by handling and teaching with live animals (mammals, birds, reptiles, amphibians and invertebrates) in the classroom.
 - Communicate with full time educators to reflect on curricula and innovate.
 - Be accountable and adaptable by taking on curricula and making it your own, while adhering to the curriculum objectives and the department's vision and values.
- Participate in training, including animal handling training, to ensure a safe and engaging Zoo education experience for participants.
- Employ strong customer service and interpersonal skills to connect to and relate with a variety of participants, family members, and volunteers, ranging in age and diversity.
- Adhere to the department's policies and procedures to ensure the safety of all participants.
- Professionally represent the Society and the Education Department on Zoo grounds, community events, and with partner organizations.
- Provide assistance to additional programs and processes that support the education department and staff, as needed.
- When needed, teach additional classes/camps beyond ages 0-5.
- Assist with Conservation Education department light housekeeping, as needed.

MINIMUM QUALIFICATIONS

- Undergraduate degree or equivalent in education, conservation, wildlife, natural resources, and/or social sciences (e.g., informal or formal education, conservation, zoology, biological sciences, forestry, human dimensions of natural resources, psychology, etc.) or other field that connects to mission and vision of the department.
- Experience teaching early childhood ages (0-5 years old) in an informal or formal educational setting is required.
- Demonstration of excellent verbal and written communication and presentation skills; Spanish or second language fluency beneficial.
- Proven ability to work independently and in teams.
- Interest in and experience connecting educational opportunities with broader community engagement efforts.
- Possession of a valid driver's license, personal vehicle and car insurance.
- Ability to become CPR/1st Aid certified within 6 months of employment; annual recertification required.
- Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint) and/or additional collaboration platforms.

DIVERSITY, EQUITY & INCLUSION

- ZSM is an equal opportunity employer. The Zoological Society is committed to inclusion, diversity and non-discrimination. Our practices support this commitment and are consistent with other institutions in the Milwaukee community.
- At ZSM, we believe that active inclusion and diversity lead a team to success. We are champions of equity and believe diversity and differences allow us to do our best work.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach or grasp with hands and arms; and talk or hear. The employee is frequently required to stand and walk; and occasionally lift, carry and/or move up to 25 pounds; and to operate a motor vehicle.

Specific vision abilities required by this job include close vision and the ability to read from a computer, and the vision required to operate a motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate, but occasionally loud. The employee may occasionally be exposed to outdoor weather conditions during all seasons, as well as dust, vibration or odors.