

**Birmingham Zoo, Inc.
Position Description**

Position: Camp Manager
Reports to: Educator Manager
Status: Full-time Position
Start Date: As soon as possible

CAMP PROGRAM DESCRIPTION

Annually, almost 2,300 children ages 4K to 8th grade attend either full-day or half-day Birmingham Zoo Camps during regularly scheduled school vacations. Camps are offered during most school vacation days, including but not limited to, spring break, summer, Thanksgiving and winter break. The Birmingham Zoo's Camp Program regularly employs roughly 25 seasonal camp teachers to facilitate summer camp, and camps scheduled to take place on vacation days during the school year.

RESPONSIBILITY

The Camp Manager is responsible for insuring that the operations of the Zoo's camps run in an efficient manner. The Camp Manager will insure that all staff/volunteers are prepared and that all supplies are ready. The Camp Manager will manage and direct the activities of camp. This position is tasked with the portion of the mission that involves conservation and education. This position oversees all organization and training as it relates to camps.

DUTIES

Creates, executes, and evaluates camp programs and creates strategic plan. Monitors and distributes supplies, manages, trains, evaluates, orients, and provides professional development opportunities for camp staff. Manages the camps on a daily basis to ensure that all aspects of the camps run smoothly. Manages the on-line, over the phone an in-person registration of all camps. Writes camp curricula and oversees the writing of camp curricula. Effectively handles customer service concerns. Checks daily supplies for each classroom to ensure that all are present. Completes administrative paperwork as needed/directed. Teaches classes as needed when teachers are not available.

Participates in Birmingham Zoo teams and projects. Maintains a working knowledge of current research, models, and philosophy of education in schools, museums, zoos, parks and similar organizations.

Coordinates with other departments to provide resources needed to successfully complete education programs. Works closely with the Volunteer Manager to ensure that volunteers are properly trained and scheduled as it relates to camp.

Coordinates/supervises special classes, substitutes, is able to obtain resources as needed and handles program animals as needed. Supervises teachers and students in their assigned classes and assists as needed. Other duties as assigned.

The tasks listed above will require a significant amount of time on a computer and a phone at a desk as well as frequent walking throughout the Zoo.

SUPERVISES

Camp Staff, Camp Teacher and Volunteers

SAFETY ANALYSIS

The Camp Manager is impacted by hazardous exposures common to an office environment, as well as public safety in an outdoor environment. Some of the following exposures will occur daily:

- Depending on assignment, the Camp Manager may have to deal with the unpredictability of wild animals.
- The proper use and understanding of cleaning agents.
- Thorough understanding of guest safety protocols, particularly with young children.

The camp manager will be certified in basic first aid and CPR. Specific training and procedures will be provided in an effort to maintain safety of people as the highest priority of the zoo followed by the safety of the animal collection. The Camp Manager is responsible to keep safety policies and procedures for their areas updated.

The use and understanding of a variety of personal safety equipment is mandatory. The Camp Manager bears responsibility for making sure that all employees under their direction are trained on the proper use of safety equipment.

The Camp Manager, as with any employee of the zoo, is required to be familiar with the overall safety policies as outlined in the employee handbook as well as being responsible for reporting any injury immediately to the appropriate Zoo staff.

PHYSICAL DEMANDS:

The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee should expect:

- Use of hands, fingers, tools or controls.
- Frequently required to stand; walk; sit; reach with hands and arms; stoop, kneel, bend, crawl, crouch and talk or hear.
- Routinely lift and/or move up to 50 pounds.
- Requires frequent walking for long distances.
- Exposure to wet surfaces.
- Depending on assignment, exposure to the elements can be expected.

QUALIFICATIONS

- Preferred college degree in related fields.
- Must be goal oriented, highly motivated, and be able to multi-task.
- Must possess excellent leadership, interpersonal, organizational, oral and written communication skills.
- Preferred experience with Microsoft Office.

WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions of this position.

HOW TO APPLY

Gather the following information:

- Your resume
- A complete Birmingham Zoo Job Application (available at www.birminghamzoo.com)

Send the required information: Attn: Brian Kutsch, Education Manager

The information may be sent by email to:

- bkutsch@birminghamzoo.com

Or by mail to:

- Birmingham Zoo 2630 Cahaba Rd. Birmingham, AL 35223