



CITY OF GREEN BAY
invites applications for the position of:

Seasonal Wildlife Sanctuary Education Specialist

SALARY: \$9.85 - \$10.78 Hourly

OPENING DATE: 02/14/19

CLOSING DATE: 12/01/19 07:00 AM

GENERAL DESCRIPTION:

Responsible for the development and presentation of nature related programs for the general public, community groups and school groups.

EXAMPLES OF DUTIES:

- Assists/facilitates summer programs – Kid's Camps and the Summer Animal Series program.
- Works with and handles our program animal ambassadors – including birds of prey, reptiles, mammals, and invertebrates.
- Assists with feeding and caretaking duties of captive Wildlife Sanctuary animals in the Nature Center.
- Administers daily care to sick, injured, and orphaned wildlife, including dispensing medicine.
- Interacts with visitors, staff and volunteers.
- Prepares, maintain and submit reports regarding programs to the Chief Naturalist.
- Follows all policies, procedures and the philosophy that is set forth by the City of Green Bay Parks, Recreation and Forestry Department.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

- One year of course work at a college, university, or technical school in the field of Zoology, environmental education, education, biology and/or natural resources.
- Public speaking and/or teaching experience preferred.
- Valid driver's license and good driving record.

KNOWLEDGE, SKILLS & ABILITIES:

- Basic knowledge of the principles and practices of animal handling.
- Ability to communicate effectively orally and in writing. Ability to establish effective relationships with staff, volunteers, and the general public.
- Basic computer proficiency and knowledge of the required software.
- Ability to work with a team as well as independently. Self-motivated and adaptable are desirable traits.
- Ability to work the required hours of the position. Some evening and weekend hours are possible.
- **Ability to perform the following activities:**

- Lifting and carrying up to 50 pounds.
- Frequent walking, standing, bending, twisting, squatting, crouching, and kneeling.
- Occasional sitting, climbing, pushing, and pulling.

Ability to work in varied environmental conditions.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.greenbaywi.gov>

Position #201900450
SEASONAL WILDLIFE SANCTUARY EDUCATION SPECIALIST
ME

100 N Jefferson St., Room 500
Green Bay, WI 54301
(920) 448-3147

Humanresources@greenbaywi.gov

Seasonal Wildlife Sanctuary Education Specialist Supplemental Questionnaire

- * 1. For purposes of conducting a background check, please list your birth date (month/day/year) and social security number.
- * 2. For purposes of conducting a background check, please list your legal name (first, middle, last) and any former names (maiden, etc.).
- * 3. For purposes of conducting a background check, please list your driver's license number. If you do not have a driver's license, please list N/A.
- * 4. For purposes of conducting a background check, please list any previous addresses you have had in the last 5 years including addresses that have been out of state during the last 5 years.
- * 5. Describe your experience working with animals.
- * 6. Describe your experience with live animal programs.
- * 7. Are you uncomfortable handling any particular kind of animal? List those animals.
- * 8. This position will have extensive contact with the public. Describe your customer service experience.
- * 9. This position will work weekends and holidays as the Wildlife Sanctuary is open every day year

round. Are you available to work weekends and holidays?

Yes No

* 10. Describe your experience supervising volunteers.

* 11. How late into the summer can you work?

* 12. I certify that all information I have provided is correct. I understand that falsification of information or omissions from this application may result in disqualification or removal from a volunteer position. I understand that the information provided will be used to conduct a criminal background check.

Yes No

* Required Question