



# CITY OF ATASCADERO

IS ACCEPTING APPLICATIONS FOR

## Zoo Education Program Coordinator – Part-Time Worker 10

- ◆ *Salary Range: \$10.72 - \$13.03 per hour*
- ◆ *Filing Deadline: Open until Filled*

### APPLICATION PROCEDURE:

Applications may be obtained from the City of Atascadero by visiting our website at [www.atascadero.org](http://www.atascadero.org), by picking one up at City Hall at 6500 Palma Avenue, or by calling (805) 461-5000 during our business hours which are Monday through Friday, 8:30 a.m. to 5:00 p.m. A City of Atascadero Employment Application must be completed and received in the City Manager's Office by no later than the final filing deadline stated above. Completed, signed and scanned application forms may be emailed to [jobs@atascadero.org](mailto:jobs@atascadero.org). Applications received after the deadline will not be considered. A résumé of three pages or less may supplement the application but **may not** be substituted for it. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.

### SELECTION PROCEDURE:

All City application forms received by the final filing date will be reviewed for accuracy, completion, neatness, work experience and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in the examination process that may include, but is not limited to, the initial paper screening and an oral interview. A selected number of top applicants will be invited to interview. Finalists will be required to pass a thorough background check, including fingerprinting.

### THE POSITION:

Under the supervision of the Zoo Director this position is responsible for developing and implementing educational programs at the Charles Paddock Zoo. Program audiences include, but are not limited to, Pre-K to 12 and college students, teachers, multi-generational groups, and families. This position will utilize existing zoo programs and create new opportunities to enhance the public's zoo experience. This position will work as part of a team including animal care staff, docents, education instructors, interns, and volunteers. This position is a year round, part-time position.

### DUTIES:

Creation or modification of education programs, promotion of programs in specific venues, scheduling of programs, implementing or assisting other education staff with implementation of programs, maintaining education materials used for programming, assisting in registration and supervision of program attendees, assisting with training, handling, and maintenance of education animal collection, interacting with the public at programs, coordinating and assisting with docent training, supervision of volunteers and interns involved with education programs, other duties as assigned.

## **QUALIFICATIONS:**

Must be a minimum of 18 years of age and have ability to relate to children of all ages. Must possess maturity, high energy, patience and creativity. Must have ability to establish and maintain effective working relationships with supervisors, other employees and the public; ability to read and write at a level required for successful job performance; understand and carry out oral and written directions.

## **THE DEPARTMENT:**

This position is assigned to the Zoo Division of the City Manager's Office of the City of Atascadero at the Charles Paddock Zoo, located at 9305 Pismo Avenue in Atascadero.

## **THE CITY OF ATASCADERO**

Atascadero was incorporated on July 2, 1979, and became fully operational on July 1, 1980. The City encompasses an area of about 25 square miles with a population of approximately 29,000. Atascadero is located in San Luis Obispo County, midway between the cities of San Luis Obispo and Paso Robles. The coast is a scenic twenty-minute drive away, and there are excellent recreational, educational and cultural activities in the immediate and adjacent areas.

## **EMPLOYEE BENEFITS**

This position is temporary part-time with the City and is not eligible for benefits, although the employee will be covered for Workers' Compensation, enrolled in a qualified defined contribution pension plan as defined by the Federal Government and will be eligible for sick leave under the City's Sick Leave Policy for part-time employees. Compensation is salary only.

## **OTHER SPECIAL REQUIREMENTS**

Upon hire, new employees are required to provide proof of eligibility to work in the United States and must complete an Employment Eligibility Verification form. Supporting documents must be presented prior to starting work. Example documents are a valid driver's license and Social Security card. Also, licensed drivers must present a DMV print-out of their driving record. The provisions of this bulletin do not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Please contact the City of Atascadero Personnel Department by the final filing date if you will need special accommodation due to a physical or mental disability to participate in this selection process.

**CITY OF ATASCADERO - CITY MANAGER'S OFFICE**  
**6500 PALMA, ATASCADERO, CA 93422**  
**(805) 461-5000**  
*www.atascadero.org*