

## ZOO CURATOR OF EDUCATION (4300)

### TASK LIST - 2024

1. Meets weekly with staff, as a group, in order to review priorities and goals relating to the mission of the Zoo.
2. Meets with division education staff members in order to set program goals for the various community programs.
3. Meets with individual staff members and volunteers, in order to set individual goals such as improving communication skills, follow-up strategies, budget report production and overall job performance.
4. Creates and/or oversees development of program evaluation tools such as surveys, questionnaires and observational studies with Zoo staff and outside professional evaluators, in order to evaluate the effectiveness of Zoo programs in meeting their goals.
5. Communicates with staff, community leaders, local educators, school administrations, and professionals from other zoos and/or conservation organizations, in order to set agendas, make recommendations and receive input to facilitate the development and expansion of the Zoo's programs.
6. Observes the operation of Zoo programs regularly, in order to determine if program goals are being met, if the programs are being conducted appropriately, and to assess program participants' involvement and response to the programs.
7. Presents reports at weekly meetings with supervisor, in order to provide program evaluations, program recommendations and updates, and receive direction in program development and problem solving.
8. Leads, through teaching and coordination, programs for audiences of various ages, backgrounds, and communities, in order to engage program participants about the Zoo's mission.
9. Obtains information from Zoo staff on topics such as animal and plant care, animal well being, and natural history, in order to provide information and communication materials for Zoo programs.
10. Develops goals for programs within an area of direct responsibility, in order to provide standards by which to measure program success.
11. Reviews reference materials, such as journals, conference reports, scientific literature, in order to collect information needed to determine program content and direction.
12. Distributes and collects surveys, questionnaires, and field test materials, from community representatives in order to collect information about potential program content and participants, and evaluate program effectiveness.
13. Trains volunteers and Zoo staff to use a variety of community engagement strategies in leading program activities through the use of written and audio visual materials, demonstrations, guest lecturers, and hands-on experience in order to boost community engagement.
14. Creates materials, such as information sheets and program plans, in order to provide directions, information and supplies to program participants and community members.
15. Communicates with various Zoo employees in order to arrange time, locations and space for various programs and fills out activity request forms in order to describe events to pertinent staff.

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16. Reviews a list of available biofacts and/or library materials, determines which will be suitable for the program being planned, completes a biofact reservation form indicating the item(s) borrowed, how they are to be used and when they will be returned in order to have appropriate specimens for demonstration/presentation during various programs and to maintain a record of the location of the biofacts and/or library materials.
17. Writes communication materials, newsletter articles, project reports, and summaries of evaluation results in order to document program activities, and/or provide information to professional groups, staff, volunteers, and the public.
18. Prepares monthly budget reports in narrative and computer spreadsheet format to present to their supervisor in order to provide on-going financial status reports and to guide future program spending decisions.
19. Prepares copy for signs, maps, schedules, website pamphlets or brochures, in order to provide information to the public about collections, Zoo stories, and program locations, times and content.
20. Receives and reviews packages of incoming materials, including mail and checks to ensure that materials received match the order or packing list, and that letters and materials are handled appropriately.
21. Develops curriculum and content outlines for community engagement programs for audiences of various ages and backgrounds on topics such as conservation, natural history, and connecting to animals and nature, in order to advance the Zoo's mission.
22. Ensures that resources that are necessary for program development and delivery, such as equipment, supplies, staffing, are available in order to accomplish program goals.