

# **JOB** OPENING

## PEORIA ZOO - RECREATION DIVISION

# **CURATORIAL ASSISTANT / ANIMALS**

POSITION: PART TIME / PAY RANGE: \$11.25 PER HOUR; 16-24 HOURS PER WEEK

### **RESPONSIBILITIES**

- Facilitate the implementation of the Zoo's enrichment program by collecting needed supplies, building enrichment devices, stocking enrichment items, and overseeing the use of browse items.
- Assist with inventorying and acquiring animal supplies.
- Monitor progress of the enrichment program and recommend modifications if needed.
- Review enrichment records and projects to ensure they are effective, and in compliance with federal regulations, AZA accreditation, and optimal safety standards.
- Seek and effectively share literature pertaining to new enrichment ideas and research.
- Liaison between animal staff and education staff/volunteers in the creation and use of enrichment items.
- Assist with clerical tasks associated with animal nutrition programs including, but not limited to: updating diet cards, updating browse lists, food inventory, and stock rotation.
- Assist with clerical tasks associated with animal care and intern programs.
- Follow all safety procedures that pertain to the duties performed.
- Support all aspects of the Park District's safety program.
- Perform all other duties assigned.

### **SUCCESSFUL CANDIDATES WILL HAVE**

- Experience in the care and maintenance of exotic and/or domestic animals.
- Minimum of three years experience working with computers including databases and spreadsheets.
- Knowledge of principles of behavioral enrichment in a modern zoological institution.
- Proficient written and verbal communication skills, attention to detail, and the ability to work with staff members who occupy positions at various levels throughout the organization.
- The ability to follow written and oral instructions.
- The ability to keep accurate records in a manner that can be used efficiently.
- The ability to pass an annual TB test.
- Although a Bachelor's Degree is preferred, experience in a like position with similar duties and responsibilities may be substituted for all or part of the education preference.

### **OTHER**

- Requires a valid Class "D" driver's license.
- Requires periodic physical exertion handling supplies and equipment.
- Prolonged standing, bending, stooping, and the ability to lift 40 pounds as needed.
- While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

