



CURRENT OPENINGS AT THE ZOO

Organization Profile:

Since 1970 we have been located in the beautiful Fraser Valley on 120 acres with over 500 animals and 140 species. The Greater Vancouver Zoo is privately owned and is an accredited zoo within Canada's Accredited Zoos and Aquariums (CAZA), which is a non-profit organization established to promote the welfare of animals and encourage the advancement of education, conservation and science.

Our mission is to engage visitors in recreational, educational and conservation-oriented activities about animals and the zoo environment, to promote respect for and connectedness with the natural world.

ANIMAL CARE

Department: Animal Care Department

Animal Keeper – Full time temporary - relief

Requirements:

- Bachelor's degree in relevant biological field or equivalent combination of related training and experience required.
- Minimum three years animal keeper experience or equivalent.
- Current experience and knowledge of natural history, principles of animal behavior, and general animal husbandry required.
- Must demonstrate good time management skills, including flexibility, creativity, and responsibility in use of time.
- Experience with multiple taxonomic groups (e.g., carnivores, birds, hoof stock, reptiles) preferred.

Job Description:

Perform daily duties as assigned:

- Prepare and distribute food as directed, observe assigned animals closely, routinely, and objectively report to manager on their behavior, health, and welfare.
- Maintain and utilize records and follow established routines and procedures.
- Observe condition of assigned area(s), animal enclosures, and equipment and report relevant information as appropriate.
- Clean animal enclosures, pools, and service areas as assigned.
- Communicate with and assist guests. Participate in public demonstrations. Take initiative to facilitate guests' appreciation of animals and enjoyment of their visit.
- Train and direct work of volunteers.

This is a temporary position. Schedule will vary. Must be willing to work weekends and holidays, and have the ability to lift up to 75 lbs.

Start Date: March 2016 (TBD)

Starting Wage: Entry level.

Submit all resumes to:

Menita Prasad, BSc.
Animal Care Manager
menitap@gvzoo.com
Fax 604 857 9008

MAINTENANCE DEPARTMENT

Department: Maintenance Department

Maintenance personnel –full time/seasonal- starting in April 1 2016 until September 30 2016 (entry level)

Requirements:

- Must have valid driver's license,
- Able to drive ¾ ton truck,
- Capable to lift heavy items.

Job Description:

- Perform janitorial cleaning (including washrooms)
- General maintenance
- Do pick-ups and deliveries
- Must be able to work outdoors

The position is available from April 1^h through September 30th (Monday thru Friday, from 11:00 am – 8 pm including statutory holidays).

Submit all applications to:

Tony Guenther
Property Manager
tguenther@gvzoo.com
Fax 604.857.9008

No phone calls please

Maintenance Position – Part-time (entry level)

Responsibilities:

- Must have valid driver’s license,
- Able to drive ¾ ton truck,
- Capable to lift heavy items.

Job Description:

- Perform janitorial cleaning (including washrooms)
- General maintenance
- Do pick-ups and deliveries
- Must be able to work outdoors

The position is available part-time. Starting April 1st through September 30th (Saturday’s and Sunday’s), from 11:00 am – 8 pm (including statutory holidays).

Submit all applications to:

Tony Guenther
Property Manager
tguenther@gvzoo.com
Fax 604.857.9008

No phone calls please

MARKETING & COMMUNICATIONS

Department: Marketing & Communications Department

Marketing Coordinator – Full-time

Responsibilities:

The Marketing Coordinator is responsible for maintaining all forms of social media, assisting with marketing and advertising, overseeing the front office day-to-day requests, overseeing the front admission staff, and collaborating with all departments as needed.

Requirements:

- Must be enrolled in a colleague or university or recent graduate who intends to pursue a career in the marketing, public relations or communications field.
- Must be outgoing, enthusiastic, be able to multi-task, good team player and be an excellent communicator.
- Excellent verbal and written communication skills in English, second language is an asset.
- Extremely proficient in Microsoft Office and Photoshop.
- Knowledgeable in social networking channels.

Job Description:

- Responsible for daily posts/tweets to all applicable social media outlets
- Coordinating special events, logistics and research
- Assisting with graphic design of advertisement and marketing materials (including taking photos and videos)
- Website updates and marketing the Zoo's message
- Attending tradeshow or events as required
- Assisting with the coordination and writing of Press Releases and Blog.
- Processing of donation requests and general administrative duties

Start Date: Immediately

Starting Wage: To be determined.

Submit all resumes to:

Jody Henderson
Marketing & Communications Manager
jhenderson@gvzoo.com

EDUCATION AND TOUR

Education and Tour Department

Education Coordinator - Seasonal Full Time

Requirements:

- Willing to complete a Criminal Record Check
- Excellent interpersonal and customer service skills
- Good written and oral communication skills
- Valid BC Drivers License
- Proficiency and experience with MS Office, email, and internet
- Relevant Post-Secondary Education - previous training or experience related to education, wildlife conservation, early childhood education, administration, customer relations, etc.
- Available to work weekends, various shifts and holidays
- Supervisory or management experience an asset
- Occupational First Aid Level 1 an asset
- FoodSafe Certificate an asset

Job Description:

- Must be able to fulfill other Education and Tour department responsibilities as required; this consists of completing the Safari Express Miniature Train training program, delivering programs and presentations for guests and assisting with guest services at the front admissions
- Uses excellent customer service skills to answer telephone, fax, and email inquiries from various clients including teachers and the general public; forwards inquiries to Education and Tour Manager and other department managers as required
- Uses excellent customer service skills to follow-up with customer inquiries as required
- Performs registration duties in a timely manner and maintains applicable records and database
- Research potential clients, animal facts and any other information relevant for the Zoo
- Assists with the planning and development of Access Day, education programs, camps and other events and activities

- Assists with the development and maintenance of registration forms and other information documents (i.e. educational documents, rate information sheets, etc.)
- Assists with internal Zoo communication in a timely manner (i.e. report sleepovers to Maintenance department, animal viewings to Animal Care department, etc.)
- Assists with the orientation and training of new and existing Zoo staff and volunteers
- Assists with organization of Education and Tour department materials, tools and resources, and assists with maintenance of records and other files. This would also include archiving artifacts as required
- Participates on Education Committee
- Miscellaneous projects from Education Manager or other Managers
- General cleaning and maintenance duties as required
- Ordering of any necessary supplies and tools for Education and Tour department
- Other duties as required

Time Period: Present – September 6, 2016

Submit all resumes to:

Barbara Lafresnaye
 Education and Tour Manager
blafresnaye@gvzoo.com
 fax: 604.856.6857

Education Interpreter - Seasonal Full Time

Requirements:

- Willing to complete a Criminal Record Check
- Excellent interpersonal and customer service skills
- Demonstrates ability to deliver presentations for Zoo guests
- Previous training or experience related to delivering presentations, facilitating programs or educating
- Available to work weekends, various shifts and holidays
- Occupational First Aid Level 1 an asset
- Valid BC Drivers License an asset

Job Description:

- Knowledgeable about the Zoo's history, infrastructure, schedule of events, and the animals who inhabit the facility
- Demonstrates respect for the Zoo and the people who work, volunteer at, and visit the facility
- Uses excellent customer service skills to educate and entertain guests with various educational presentations and guided tours
- Responsible to ensure presentation times are posted in relevant areas and are conducted as scheduled
- Keep up to date and informed about Zoo infrastructure and animal information
- Provides information regarding the amenities at the Greater Vancouver Zoo (i.e. hours of operation, daily activities and presentations, info regarding gift shop and concession, etc.)
- Enforces Zoo rules, policies, and guidelines
- Keep presentation areas clean and free of garbage and debris
- Update and develop scripts to ensure accurate information is presented; scripts should be educational and include conservation message. Research new information as required
- Assist Animal Care staff with miscellaneous duties related to presentation
- Assists with the orientation and training of new and existing Zoo staff and volunteers when required
- Must be able to fulfill other Education and Tour positions as required (if qualified to do so)
- Performs/hosts or assists with Education Programs, Outreach Programs, Birthday Parties, Jr. Zoologist Camps, Night in the Wild events, special events, etc. as required
- Uses excellent customer service skills to follow-up with customer inquiries as required
- Assists with internal Zoo communication in a timely manner
- Participates on Education Committee
- Assists any other department as required
- General cleaning and maintenance duties as required
- Miscellaneous projects from Education Manager or other Managers
- Other duties as required

Time Period: Present – September 6, 2016

Submit all resumes to:

Barbara Lafresnaye
Education and Tour Manager

blafresnaye@gvzoo.com

fax: 604.856.6857

Train Driver - Seasonal Full Time and Part Time

Responsibilities:

- Complete and Pass 20-hour training program, quizzes and exam
- Responsible for safety inspection of train and track; report any unusual findings to applicable manager in a timely manner
- Responsible for monthly track gauging, recording data, and reporting any deficiencies to Education Manager or train mechanic
- Ensure that train is clean throughout the day; cars and car floors swept or mopped, train station area swept clean, spray away animal droppings, and pick up garbage
- Perform a 15-20-minute narrated train tour to our guests around the perimeter of the Zoo. This includes keeping up to date on new animals and any other changes within the Zoo. Ensure guests are aware of all safety procedures before leaving train station
- Responsible for safety of guests during your shift

Requirements:

- Willing to complete a Criminal Record Check
- Valid BC Drivers License
- Demonstrates excellent interpersonal and customer service skills
- Available to work weekends, various shifts and holidays
- Occupational First Aid Level 1 an asset

Job Description:

- Understand Zoo's Emergency Procedures
- Willing to learn about the Zoo's history, infrastructure, schedule of events, and the animals who inhabit the facility
- Demonstrates respect for the Zoo and the people who work, volunteer at, and visit the facility
- Uses excellent customer service skills to deliver train tour, answer inquiries from various clients including teachers and the general public
- Assists with the orientation and volunteers when required

- Assists with maintenance of records
- Assists any other Zoo staff and departments as required
- General cleaning and maintenance (non-mechanical) of train
- General cleaning and maintenance duties as required
- Ordering of any necessary supplies and tools for Education and Tour department
- Other duties as required

Time Period: Present – September 6, 2016

Submit all resumes to:

Barbara Lafresnaye
Education and Tour Manager
blafresnaye@gvzoo.com
fax: 604.856.6857

Or you may drop off your resume to the admissions gate (any day from 9 am – 4 pm) located at 5048 – 264th Street Aldergrove, BC

Only qualified candidates will be contacted. Thank you so much for your interest!