

# Minnesota Zoo Volunteer Job Description

## Professional Skill Set Volunteer

### Education Research Assistant Volunteer

#### Position Purpose & Scope

This volunteer position serves to provide professional skill-set support to staff in the Education Department. The scope of the position will include the ability to complete literature reviews, assist with project evaluation, analyze evaluation data and prepare reports that support the work of the Education Department.

#### Reports To

Education Department Director and Program Area Supervisors as appropriate  
Volunteer Services Manager and/or Volunteer Services Coordinator

#### Qualifications

Must be 18 years of age or older  
Must possess qualifications and experience that support the skill set required to complete the task  
Must present a professional appearance and a friendly manner  
Must be dependable and punctual  
Must be courteous and personable when dealing with Zoo guests, other staff and volunteers  
Must be self-directed, willing to take initiative, and detail-oriented  
Must respect and maintain confidentiality of zoo information, guests, staff and volunteers  
Must have skill in the areas under responsibilities below in order to accomplish such tasks

#### Responsibilities

Below are examples of the areas in which the volunteer's skill set may be used

- Literature reviews and white papers of zoo-specific aspects of Informal Science Education pedagogy including:
  - Nature-based play
  - Empathy for animals and connectedness to nature
  - Integrated STEM (Science, Technology, Engineering, and Math) education
  - Conservation and environmental education
  - Conservation psychology
  - Community-Based Social Marketing (CBSM) for fostering sustainable behavior
  - Ecoliteracy
- Recording and analyzing education program evaluation data
- Compiling data and preparing materials to inform CBSM behavior change and collective action campaigns
- Compiling data for zoo education program market analysis
- Assisting with grant preparation and reporting

#### Commitment

Commitment and schedule will be agreed upon between the volunteer and the supervising staff member  
Project timeline is expected to be October, 2016 –March 2017

#### Benefits

Free admission to the Zoo for volunteer and immediate family during the project commitment  
Discount on Zoo Admission for friends and extended family during the project commitment  
Discount at all food facilities at Zoo during the project commitment  
Discount at gift shops at Zoo during the project commitment  
Discount at IMAX Theater during the project commitment

**Professional Skill Set Volunteer Positions Exist to Support not Supplant the Work of Paid Staff Positions.**