



**Staten Island Zoological Society, Inc.**  
**614 Broadway, Staten island, New York 10310**

Phone: 718-442-3101  
Fax: 718-442-8492  
[www.statenislandzoo.org](http://www.statenislandzoo.org)

### **Professional Development Coordinator**

The Staten Island Zoo is looking for a Professional Development Coordinator to join our education team. We are looking for an organized individual with excellent communication and time management skills. The Professional Development Coordinator designs and implements professional development sessions for New York City teachers, and acts as the Staten Island Zoo partner in the Urban Advantage middle school science initiative. An ideal candidate should have experience in informal or formal education, animal husbandry, and be able to adapt to different teaching environments. Staten Island Zoo is an AZA-accredited facility with a unique collection of 1500 specimens, including approximately 60 education animals.

Full time, 35 hour a week position, **including weekends**. Staten Island Zoo is an equal opportunity employer.

**Annual salary:** Salary will commensurate with experience. Position includes benefits, 401K, paid vacation and sick time.

#### **Description of Duties:**

- Coordinate the development of curriculum and materials for, and execution of, the Urban Advantage Program. Including, but not limited to, attendance at professional development sessions and meetings at other institutions throughout New York City.
- Attend all scheduled Urban Advantage partner institutes and 2 day partner retreat.
- Oversee, collaborate and allocate duties to second Urban Advantage coordinator at the zoo
- Schedule, develop, and prepare materials for multi-day professional development courses for New York City science teachers, administrators, and parent coordinators.
- Schedule and conduct school visits both inside and outside of school hours, including family science events and individual teacher support. This includes evening and some weekend activities.
- Deliver education department program offerings to school groups and general public.
- Maintain communication with program participants and institutional partners.

#### **Qualifications:**

- Successful completion of a background check.
- Valid state driver's license.
- Ability to occasional lift and/or move objects up to 30 pounds.

#### **Education and Experience:**

- Possesses a BA or BS. Additional graduate work in the field of education or biology preferred.
- Teaching experience (formal or informal), particularly with adult learners.
- Knowledge and practice with the NGSS and NYS science standards
- Job-related experience such as working in a nonprofit organization, zoo, aquarium, or other information education facility.
- Knowledge and experience with animal husbandry, particularly tractable program animals.

#### **Skills:**

- Organization and planning skills.
- Ability to multi-task and juggle multiple projects; time management skills and flexibility.



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- Proficient in basic computer applications, word processing, excel, and internet research.
- Ability to disseminate information to large and small groups through public speaking skills.
- Able to adapt to new situations/experiences

**Other functions and responsibilities:**

- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust hours to accommodate the needs of the education department
- Ability to work productively in a semi-structured environment with frequent interruptions

**Please submit a resume and cover letter to:**

Jessica Hartmann  
Director of Education, Staten Island Zoo  
[jhartmann@statenislandzoo.org](mailto:jhartmann@statenislandzoo.org)  
Fax: 718-442-8492

**ONLY QUALIFIED APPLICANTS WILL BE CONTACTED**