Position/Title: Volunteer Programs Assistant (Part Time)
Department: Education
Supervisor: Volunteer Programs Manager

Description: Nashville Zoo is seeking an experienced leader in working with staff and volunteers through special events and projects who has demonstrated excellent management skills and success motivating groups of people. **Some weekend and evening work will be required.**

Support events as a Zoo team member year round. Help recruit and manage volunteers for many Zoo functions including events like our Eggstravaganzoo spring event, Brew at the Zoo craft beer event, family camp outs, Zoovie/movie nights, Red, White and Zoo wine tasting event, fall Heritage Music Festival, and Nashville’s most popular Boo at the Zoo Halloween event! Assist at conservation events with community partners.

Duties and Responsibilities:
Recruitment, placement, communication, and coordination of volunteers participating in designated events and projects
- Preparation of event materials
- Recruiting and coordination of volunteers for event set-up
- Set-up and break down of “volunteer headquarters” at larger events, including managing volunteer check in and out, including administration of food, snacks, and drinks
- Recording volunteer service hours and some admin
- Attendance at events meetings and support of Education staff when needed
- Other duties as assigned

Skills:
- Excellent communication, leadership, and time management skills; and the ability to work as part of a team
- Must work well without direct supervision
- Ability to lead and motivate groups of people
- Must have the ability to follow written and oral instructions
- Must work well with audiences of varying ages
- Computer experience, including use of Microsoft Office
- Ability to respond to emergency situations calmly and follow protocols
- Experience interacting with the public is required
- Initiative and creativity welcome
- Positive attitude and customer service skills

Education:
- Applicants must be at least 18 years of age
- High school diploma or GED equivalent required
- Bachelor’s degree in Volunteer Management, Non-Profit Management, Environmental Education/Interpretation, Education, or related field and experience desired
Physical Requirements:
- Ability to lift up to 25 pounds
- Ability to work outdoors in cold or hot temperatures
- Ability to walk zoo grounds for long periods of time, up and down stairs, bend down, and ambulate quickly

Employee Requirements:
Prior to hire, the successful candidate must:
- Submit to a criminal background check and drug screen
- Provide proof of a negative TB test as a prerequisite to handling animals
- Provide proof of a valid driver’s license

Please submit your resume and cover letter to careers@nashvillezoo.org for consideration.

Nashville Zoo is an EEO Institution and Drug Free workplace