



## **Position Description ANIMAL CARE SUPERVISOR**

Last updated May 2018

Come join us at the Reid Park Zoological Society!

Reid Park Zoological Society is seeking an Animal Care Supervisor. The Society is a 501(c)(3) nonprofit organization whose mission is to support, advocate for and enhance the value of Reid Park Zoo and its mission to encourage commitment to the conservation of biological diversity and to provide educational and fun experiences for visitors of all ages. Reid Park Zoo is the largest attended cultural attraction in Southern Arizona with approximately 500,000 visitors annually.

### **Overview:**

The Animal Care Supervisor position is responsible for supervising, mentoring, and evaluating the Zookeepers and Lead Zookeepers. Supervisor will be responsible for overseeing several animal areas of the Zoo and all associated records. At times this position may be doing direct animal care and habitat enhancements. This position works collaboratively with Veterinarian Team, Facilities, Events and Education. This is a hands-on position in a fast-paced environment of a growing organization. Reid Park Zoological Society is an equal opportunity employer. Please submit your resume to [hr@reidparkzoo.org](mailto:hr@reidparkzoo.org). No phone calls or office visits please.

### **Animal Care Supervisor**

**Reports To:** Director of Zoological Operations

### **Responsibilities:**

- **General duties:**

Oversees, supervises and trains Zookeepers in their work. Approximately 28 zookeepers are divided among 4 supervisors.

Oversees approximately a quarter of the collection with regards to wellness, health, training, enrichment, and daily care.

Assist with collection planning. Reviews animal records and assists with animal transactions.

Conducts preventative maintenance and ensures safety in work areas.

Works collaboratively with welfare committee, training & enrichment committee, education department, events team and safety team.

- **Supervisory duties:**

Delivers annual performance reviews for Zookeepers & provides timely feedback on performance throughout the year.

Participates in the recruitment and hiring process, when required.

Liaises with immediate supervisor & Human Resources regarding any employee relations concerns.

Coaches and mentors less experienced Zookeepers & provides development opportunities to increase depth and span of experience.

Completes 90 day reviews for new hire Zookeepers.

- **Administrative Functions**

Comfortable with animal data software systems like Animal Care Software and ZIMS

Completes evaluations on time and provides training for staff with accompanying documentation.

Perform duties in accordance with RPZS policies.

Provide excellent customer service as a component of all job duties.

Follows Zoo safety protocols and procedures

- **Other Duties as Assigned**

#### **Preferred Qualifications, Skills and Abilities**

- 2 year supervising Zookeepers required.
- 5 years in animal care at an AZA accredited facility.
- Expertise in bird husbandry and care a plus.
- Experience managing an animal hospital a plus.
- Experience working with a wide range of taxon.
- Valid and unrestricted driver's license.
- Excellent interpersonal and communication skills.
- Employee should be assertive, energetic, and enjoy working in a fast-paced environment.
- Ability to take direction and be quick to act or change direction as needed.
- Reliable and able to work to a schedule.
- Provide excellent customer service.
- Employee is expected to work outside and must be comfortable working in either cold or hot weather conditions.
- Employee should be able to lift and carry heavy objects (up to 50+ lbs. on occasion), must be comfortable walking and standing for long periods of time.
- Must be able to work flexible work schedule including evenings and weekends.

*Please note that this is not an exhaustive list. It is intended to give a reasonable idea of what might be required.*

Reviewed By:	Print Name	Signature	Date
Employee:			
Supervisor			
President			