

Employment Opportunities

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1570
www.oregonmetro.gov/jobs



Farm Mentor Relief - Temporary

(Temporary Program Assistant I)

Internal and general recruitment

Status:	One temporary position, 8 hours per week, must be available weekends (up to 20 as relief based on scheduling need). Not to exceed 1044 hours in a calendar year
Department:	Oregon Zoo
Work location:	4001 SW Canyon Rd., Portland, OR
Salary, pay range, pay:	\$14.77/hour This position is not-represented and is non-exempt
Recruitment number:	Zoo-2040-July10Temp
Application deadline:	August 9, 2010

Internal applicants must be current employees of Metro or MERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

Please carefully follow application procedures at the end of the announcement.

Position summary

This position performs a variety of technical and administrative duties in support of the Farm Youth Volunteer Mentor program. Participates as part of the team coordinating operation of the Family Farm and the Education Animal House at the Oregon Zoo. Duties include leading training activities and coaching Farm Youth Volunteer program participants (school year volunteers and summer ZooTeen volunteers); making presentations and directing animal care. Direction is received from the Family Farm Coordinators. This position is supervised by the Volunteer Resources Manager.

Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Assists in developing a training program and independently leads training activities to develop animal husbandry, public presentation and leadership skills in teen volunteers.
- Trains teen volunteers by demonstrating animal care and public presentation techniques; encourages volunteers to practice and demonstrate skill in animal care and making presentations; provides positive coaching and suggestions for improvement.
- Makes presentations to the public, staff and others about the Farm Youth Volunteer program; invites students to participate in the program.
- Works as part of the Family Farm team to oversee all youth volunteers.
- Promotes the Zoo as an educational environment for teenagers.
- Creates a supportive atmosphere that enables teens a chance to grow as individuals.

- Coordinates aspects of the daily operation of the farm volunteer program including record keeping and report writing.
- Ensures the safety of all youth volunteers, visitors and animals.
- Performs other related duties as assigned.

Minimum Requirements

High school diploma or G.E.D. and one year of experience working with teenagers and animals; or any combination of education and experience which would provide the applicant with the desired knowledge, skills, and ability required to perform the job. Possession of, or the ability to obtain, a valid driver's license issued in the incumbent's state of residency. Position requires a complete background check and driving records check.

Knowledge, skills and abilities

- Working knowledge of basic biological concepts.
- Knowledge of basic animal husbandry techniques for small hoof stock and education animals.
- Knowledge of interpersonal and public relations principles and techniques.
- Knowledge of public presentation practices and methods used to train volunteers.
- Skill in making public presentations.
- Skill and ability in the use of personal computer and general office software.
- Ability to motivate and lead teens in a variety of tasks.
- Ability to help create valued and meaningful roles for youth volunteers.
- Ability to provide good customer service.
- Ability to communicate effectively (orally and written).
- Ability to use sound judgment when analyzing problems or emergency situations and respond with appropriate action.
- Ability to maintain comprehensive and accurate records.
- Ability to follow oral and written instructions.
- Ability to effectively organize work and prioritize needs.
- Ability to work with minimal supervision on identified tasks.
- Ability to provide direction to volunteers and seasonal staff.
- Ability to work effectively as a team member, and to lead volunteers.

Working Conditions

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. May require lifting 40 pounds.

Benefits: Metro participates in the Public Employees Retirement System (PERS).

Immigration law notice: Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for this job, check the appropriate box on the Metro employment application. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Submit 1) a completed Metro Veterans' Preference form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Submit 1) a completed Metro Veterans' Preference form, 2) a copy of your DD-214 or DD-215 indicating discharge status and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position opens to internal and general candidates on July 26, 2010.

To apply, submit the following

1. Metro/MERC standard application form
2. Responses to the required supplemental questions listed below

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
 - The responses must be addressed individually and included with the application on a separate sheet(s).
 - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
 - Your responses will be used as part of your application evaluation.
1. **Please describe how you would motivate and coach a diverse group of youth volunteers.**
 2. **Please describe your husbandry experience with a wide variety of contact animals (reptiles, mammals, birds). What were the benefits of working with animals used for education and presentation, and what were the challenges?**

Submit your application

Deadline: 5 p.m., August 9, 2010

E-mail: jobs@oregonmetro.gov
Please include the word "Application" in the subject line of your e-mail.
Electronic attachments must be in MS Word or PDF format. We are unable to download ZIP files.

Mail or drop off: Metro Human Resources Department
600 NE Grand Ave, Portland, OR 97232

Fax: 503-797-1798

Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will not be considered. All materials submitted become the property of Metro and will not be returned.

Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at www.oregonmetro.gov/jobs and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday.

An Equal Opportunity/Affirmative Action Employer