CITY OF ATASCADERO

IS ACCEPTING APPLICATIONS FOR
Summer 2021 Zoo Camp Instructor
Part-Time Worker 13
At the Charles Paddock Zoo

♦ Salary Range 13: $14.36/hr. Temporary Part-Time
♦ Filing Deadline: 5:00 p.m., Friday June 4, 2021

APPLICATION PROCEDURE:

Applications may be obtained from the City of Atascadero by visiting our website at www.atascadero.org, by requesting one in person at City Hall at 6500 Palma Avenue, or by calling (805) 461-5000 during our regular business hours - Monday through Friday, 8:30 a.m. to 5:00 p.m. A completed City of Atascadero Employment Application forms must be submitted by no later than the filing deadline stated above; applications may be emailed to jobs@atascadero.org or delivered in person or by mail to City Hall. If hired, an original, completed and signed application form will be required. A résumé of three pages or less may be submitted with the application but may not be substituted for it. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE:

All City application forms received by the filing deadline will be reviewed for accuracy, completion, neatness, work experience and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in the examination process that may include, but is not limited to, the initial paper screening and an oral interview. A selected number of top applicants will be invited to interview. Finalists will be required to pass a thorough background check, including fingerprinting, as well as a post-offer, pre-employment PPD (TB) test to be administered by the City’s medical consultant.

THE POSITION:

Under the supervision of the Zoo Education Coordinator, this position assists to implement educational programs at the Charles Paddock Zoo. Program audiences include, but are not limited to, Pre-K to grade 12 and college students, teachers, multigenerational groups, and families. This position will work as part of a team including animal care staff, docents, education staff, interns and volunteers and provides education experiences directly to the public and zoo visitors.

DUTIES:

Promotion of Zoo Education Programs; assists with implementation of education programs, maintenance of education materials used for programming. Assisting and supervision of program attendees, assisting with training, handling, and maintenance of education animal collection, interacting with public. Supervision of volunteers and interns involved with education programs, other duties as assigned.

QUALIFICATIONS:

Must be a minimum of 18 years of age and have ability to relate to children of all ages. Must possess maturity, high energy, patience and creativity. Must have ability to establish and maintain effective
working relationships with supervisors, other employees and the public; ability to read and write at a level required for successful job performance; understand and carry out oral and written directions.

THE DEPARTMENT:

This position is assigned to the Zoo Division of the City Manager’s Office of the City of Atascadero, located at the Charles Paddock Zoo, located at 9305 Pismo Avenue in Atascadero.

THE CITY OF ATASCADERO

Atascadero was incorporated on July 2, 1979. The City encompasses an area of about 25 square miles with a population of approximately 30,000. Atascadero is located in San Luis Obispo County, midway between the cities of San Luis Obispo and Paso Robles. The coast is a scenic twenty-minute drive away, and there are excellent recreational, educational and cultural activities in the immediate and adjacent areas.

EMPLOYEE BENEFITS

This position is temporary part-time with the City and is not eligible for benefits, although the employee will be covered for Workers’ Compensation, enrolled in a qualified defined contribution pension plan as defined by the Federal Government and will be eligible for sick leave under the City’s Sick Leave Policy for part-time employees. Compensation is salary only.

OTHER SPECIAL REQUIREMENTS

Upon hire, new employees are required to provide proof of eligibility to work in the United States and must complete an Employment Eligibility Verification form. Supporting documents must be presented prior to starting work. Licensed drivers must present a DMV print-out of their driving record. The provisions of this bulletin do not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Please contact the City of Atascadero Personnel Department by the final filing date if you will need special accommodation due to a physical or mental disability to participate in this selection process.