

Please send resume to dramirez@fresnochaffeezoo.com, apply online, fax (559) 264-9226 or pick up application at Fresno Chaffee Zoo, 894 West Belmont, Fresno, CA 93728

F/T Development Associate

The development associate will assist in the planning, organizing and conducting of fundraising support strategies including donor identification, solicitation and cultivation, annual giving, major gifts, planned giving, endowments, grants, and sponsor/partner relationships.

This is a full-time position whose duties and responsibilities include but are not limited to: Work to establish the Fresno Chaffee Zoo as one of the premier attractions in the Central Valley. Grow and strengthen financial base of support by guiding a strong individual giving program and successfully coordinating campaigns. Assists in the identification of individual donor and major gift prospects.

Requirements: Proven ability to cultivate, solicit and steward donors. Prefer three plus years fundraising experience. Excellent interpersonal skills. Ability to communicate effectively in both verbally and in writing. Excellent computer skills including proficiency with internet-based prospect research and Raiser's Edge or similar database. Outstanding organizational and multi-tasking ability and attention to detail. Bachelor's degree preferred. Knowledge of and experience with conservation/science issues a plus. Ability and willingness to work some weekends and evenings. Valid California Driver's License and reliable transportation.

F/T Events Coordinator

Primarily responsible for selling, planning and the successful execution of group events to provide significant income to support the Zoo's mission. Focus is on group and social bookings with emphasis on catering sales, facility rentals, agenda setting, and increasing revenue by promoting and selling Zoo special attractions. Duties also include contract review and facilitating communication before, during and post event with client and pertinent Zoo staff to ensure a high level of service.

This is a full-time position whose duties and responsibilities include but are not necessarily limited to the following:

Works to establish the Fresno Chaffee Zoo as one of the premier attractions in the Central Valley. Responsible for penetrating new markets, managing accounts, and fostering long term relationships with clients. Coordinates and facilitates all group events at the Fresno Chaffee Zoo. Conducts site visits with potential clients.

Orders and purchases all materials, equipment and services related to group events.

Applies for permits as required. Prepares budget and financial analysis for each event.

Prepares invoices and ensures payment. Handles all correspondence related to events.

Other duties as assigned to meet the vision and mission of both the Fresno Chaffee Zoo and the marketing and development department.

Requirements: A minimum of 1-3 years of catering sales and/or event planning experience preferred. Proficient use of Microsoft Office programs. Detail oriented, organized and able to handle a fast paced environment. Ability to communicate effectively both verbally and in writing. Ability to work weekends and evenings. Valid California Driver's License and reliable transportation

F/T Volunteer Coordinator

The Volunteer Coordinator is responsible for the administration of all docent and volunteer programs at the Fresno Chaffee Zoo by developing, implementing and maintaining all activities that pertain to recruitment, training, supervision and evaluation of docents and volunteers.

Assists in the interview and acceptance of candidates for docent training. Coordinates assignments of docents and general volunteers as requested to supplement staffing needs for Education Department programs and other relevant departmental assignments. Serves as a liaison between docent group and staff/administration. Assigns, orientates, and coordinates placement, while providing performance counseling sessions as necessary to general volunteers. Maintains a docent/volunteer database and archived records in order to facilitate scheduling and placement. Performs administrative and other duties as assigned by the Director of Education. Serves as a valuable Education team member and help ensure the department goals and objectives.

Requirements: Bachelor's degree in Business (Human Resources concentration, preferred), Education or Zoo-related science or an Associates degree with equivalent experience. Minimum one-year experience with volunteer organization and issues surrounding the coordination of the organization (preferred). Must have excellent writing and verbal skills. Ability to work with minimal supervision, accomplish multiple tasks, and prioritize. Have a valid California Drivers License. Must be available to work weekdays, weekends and holidays

F/T IT Specialist

Installs, modifies and makes minor repairs to computer hardware and software systems, and provides technical advice and support to system users. Identifies and procures the hardware and software needed to satisfy user requirements. Installs hardware and peripheral components such as monitors, keyboards, printers and disk drives on users' premises. Loads appropriate software packages such as operating systems, networking components and office applications. Provides telephone, in-person and online support to end-users. Coordinates activities with network services and information system groups. Provides updates, status and completion information to manager and/or users, via voice mail, e-mail or in-person communication. Administers e-mail and anti-virus systems. Performs other duties as assigned.

Requirements: Two years related experience and/or training or equivalent combination of education and experience. Two to three years of programming experience. Strong knowledge of PC's systems, tools and applications. Familiar with all aspects of personal computers including hardware, Windows OS and administrative tools. Strong knowledge of Windows networks including printers, scanners, and security management. Hand-on

skill with Outlook/Exchange, Microsoft Office and other general office productivity tools. Knowledge of anti-virus and anti-spy wear software. Monitor server and network performance.

P/T Service Aides-Admissions

Customer service and cash handling experience preferred. Individuals interested must enjoy working with the public. Must be available to work weekday mornings, weekends and holidays. Approximately 20 hours per week.

P/T Service Aide-Animals

The Fresno Chaffee Zoo has immediate openings for Service Aides to work in animal care assisting Zoo Staff. Experience in the care and handling of animals is preferred. Individuals interested must enjoy working with the public. Must be available to work weekdays, weekends and holidays. Approximately 20 to 30 hours per week.

F/T Custodian

Under the supervision of the Director of Facilities/Maintenance, performs routine custodial and minor building maintenance work in the upkeep and operation of zoo corporation buildings and facilities. Incumbents perform routine custodial duties in public buildings and facilities, arrange, remove, and store chairs, tables, equipment and staging required for meetings and special events. Sweeping, mopping, trashing, litter pickup, wash windows, dusting, floor buffing, carpet shampooing. Cleaning, disinfecting and sanitizing restrooms. Replenishes supplies, dislodges obstructions in lavatories, toilets and urinal lines. May make minor repairs to toilet flush valves, water faucets and related equipment or systems. This position will provide direction to lower level staff and community service workers. Incumbents may be required to work any shift, weekend, and holidays, and may work independently or as a member of a work crew.

Requirements: Knowledge of cleaning supplies, materials, methods and procedures and the tools and equipment used in the performance of typical custodial functions. Knowledge to perform custodial and minor maintenance work. Ability to work outside in all conditions, lift and carry in excess of 50 lbs, stand stoop, squat and walk for long periods of time. One year of continuous, full time paid general custodial cleaning, sanitizing and minor building maintenance or comparable experience.

F/T Zookeeper-General Mammal

The Zoo Keeper position is a journey level class in the Zoo Keeping series at the Fresno Chaffee Zoo. Responsibilities of this class include the care, feeding, maintenance and observation for the health and reproduction of mammals to include small primates, hoof stock and a variety of additional zoo animals; record keeping, assisting in the movement of animals as directed, interacting with zoo docents, and assisting zoo visitors with questions and their needs.

Requirements: One year experience in the care, handling and feeding of mammals in a zoological setting required. Degree from an accredited college or university in animal

science, zoology, biology, wildlife management, or related field preferred. Knowledge of behavior enhancements of exhibits, knowledge of exotic animal behavior, diets, and setting up breeding conditions is desirable. Good physical condition: ability to lift a minimum of 50 lbs. (i.e. feed sack) and move a minimum of 120 lbs. (i.e. hay bale). Good written and verbal communications skills.
Must have (or obtain) a valid California drivers license with a good driving record
Must be available to work weekdays, weekends and holidays. This is a full time position with benefits.

F/T Zoo Veterinarian

The Zoo Veterinarian will provide preventative health management, as well as medical and surgical care of the Zoo's collection. This position will be in charge of the administration of Zoo Hospital operations and staff, a preventative medicine program and participate in Collections Committee decisions and exhibit planning. The Zoo Veterinarian will promote the mission of Fresno Chaffee Zoo. Must be able interact and communicate well with subordinates, management, hospital staff, members of the public, other Zoo employees, media, donors, etc. Other responsibilities include: Maintain California state veterinary licensure; Federal Drug Enforcement Agency licensure; and, veterinary accreditation. Other duties as assigned.

Requirements: Education- Graduation from an accredited college or university with a degree in veterinary medicine. Experience-Four years of professional experience in the practice of veterinary medicine, including two years of clinical zoo veterinary experience. (preferred) Valid California veterinary license issued by the California Board of Examiners in Veterinary Medicine; DEA license; California controlled substances license; and, valid CA driver's license.