

**Position Title:** Animal Husbandry Program Coordinator  
**Date Posted:** August 31, 2022  
**Department:** Lab Operations  
**Reports to:** Animal Husbandry Program Manager  
**FLSA Classification:** Non-Exempt  
**Type of Position:** Full-Time and Part-Time available  
**Hours:** Hours vary; available shifts on weekdays 9am-1pm or 9am-5pm; weekends and holidays 9am-5pm.



## GENERAL DESCRIPTION

Energetic, dependable individual who enjoys caring for animals and willing to work with children and their caregivers to inspire them to learn about conservation of animals and the environment. Excellent public speaking, organizational, and animal care knowledge required. This position will include educational and general duties to support the daily operations of animal husbandry and the Children's Science Center Lab. Works directly with and for the Animal Husbandry Program Manager.

## SPECIFIC JOB RESPONSIBILITIES

Provide and uphold high quality standard of care for all animals in the collection. Facilitate meaningful and educational experiences for child guests aged 2-12 and caregivers at the Children's Science Center Lab at Fair Oaks Mall through environmental and biological focused programming.

The Program Coordinator is expected to:

- Oversee interns and volunteers;
- Assist with program evaluations;
- Assist in daily animal care: diet preparation and distribution, cleaning and upkeep, enrichment; enclosure upkeep, and enrichment administration;
- Learn about museum program activities and exhibits;
- Be an ambassador to the public at all times;
- Make safety a priority;
- Facilitate biological programming;
- Help with basic facility maintenance to ensure a clean and attractive environment;
- Support additional programs and operations by participating in delivery of programs to families and students. [Full-time position may require more hours in this aspect.]
- Other duties as assigned.

## QUALIFICATIONS AND CHARACTERISTICS

### REQUIRED QUALIFICATIONS

- Completion of science studies at high school or college level with a college degree in progress or completed with focus on education, museum studies, or a field of science preferred; or high school juniors or seniors with prior volunteer or internship experience with the Science Center or similar organization.
- Experience working with children.
- Successful completion of a criminal background check.
- Successful completion of a national background check and drug screening may also be required.
- Must be fully vaccinated for COVID-19 (i.e., at least 2 weeks after last dose) and, if hired, present proof of vaccination by start date.

## IDEAL CHARACTERISTICS

- A creative, imaginative, and innovative spirit coupled with a no fear attitude.
- Excellent leadership, communication, and presentation skills.
- The ability to engage effectively with children, adults, and other staff members.
- Awareness and sensitivity in interacting with diverse populations, including those that are underserved.
- Passion for education and desire to promote STEM education to all populations.
- Flexibility.
- A fun-loving attitude.

## BENEFITS

- Full time employees are eligible for benefits including:
  - Paid Medical, Dental, and Vision coverage for employee; partial coverage of dependents
  - Long Term Disability and Short Term Disability
  - Paid Time Off (3 weeks); Paid Holidays (12)
- Additional benefits for all employees include:
  - 401(K) Retirement Plan with 50% matching of contributions
  - Professional Development Opportunities and Partial Assistance
  - Flexible schedule and remote work opportunities
  - Science Center membership with reciprocity to hundreds of museums around the US and globe
  - Business Casual Dress
  - Credit Union Membership

## PHYSICAL DEMANDS OF JOB

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions:

### Frequently required to:

- Speak and hear;
- Be ambulatory and/or walk on feet for up to five (5) hours at a time;
- Sit for up to five (5) hours at a time;
- Reach with arms and hands, including to raise arms overhead to move and lift up to thirty-five (35) pounds;
- Climb or balance;
- Stoop, kneel, crouch or crawl;
- Move or lift at least fifty (50) pounds;
- Use hands and digits to manipulate, handle, and feel.

### Occasionally required to:

- Smell;
- Perform repetitive motions;
- Use eye, hand, and foot coordination.

Vision abilities required by this job include close vision (close vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision,

ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

## WORK ENVIRONMENT OF JOB

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Part-time Animal Husbandry Coordinator encounters. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions, and may be required to wear a protective lab coat, protective glasses, and/or protective gloves. Employee may be required to use chemicals with Material Safety Data Sheets provided. Employee may need to use very hot or very cold liquids. Employee may be required to utilize light tools and equipment in the performance of duties. The noise level in the work environment is typically moderate to loud.

## CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Part-time Animal Husbandry Coordinator position, and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. The Children's Science Center reserves the right to revise duties as needed.

The Northern Virginia Science Center Foundation is committed to equal employment opportunity and providing reasonable accommodations to qualified candidates and employees pursuant to applicable law. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, military and veteran status, gender identity or expression, genetic information, or any other characteristic protected by federal, state, or local law. If you require reasonable accommodation as part of the application process please contact [hr@childsci.org](mailto:hr@childsci.org).