



Weekend Events Assistant

Under the guidance of the Marketing Department, the assistants come in on weekends during park hours and interact with guests (especially children) in a positive and educational manner. This position is eight hours a week, primarily on weekends.

Responsibilities include:

- Birthday Party Captain - Lead private parties (24 people or more) on a 2 hour excursion inside the park, including party set up, serving and clean up. Possibly 2 or 3 parties per day.
- Engage and direct groups of all ages (primarily children) during special events and facility rentals to assist Marketing, Membership and/or Admissions staff (duties may include crafts or clerical work). Events include Member Mornings, Ice Cream Safari, Splash Back to School, international animal recognition days, animal birthdays or anniversaries, etc.

Helpful skills:

- Former teaching, retail or child care experience
- Creative or artistic flair
- Interest in animal care, wildlife conservation and rehabilitation
- Willingness to properly handle live animals and artifacts in formal and informal settings

Qualifications:

- Friendly and outgoing with solid communication skills
- Reliable transportation
- Ability to stand for long periods of time and lift 30 pounds
- Ability to work weekends

Work Schedule (times and days may vary):

- Private birthday parties are usually scheduled Saturday and Sunday (10 am and again at 12:30 pm), with some special requests on weekdays during summer season.
- Member Mornings usually happen between 9 am and noon on a Saturday.
- Willing applicants may also be asked to work or prepare for upcoming special events if their schedule allows

Interested applicants should send a resume with cover letter to EJ Rivers. Please include information necessary for a full background check: all names ever used, social security number, phone, email and last two physical addresses.

Email: ejrivers@jacksonzoo.org (with Weekend Events Asst. in the subject line)

Fax: (601) 352-2580 ext 228

Mail: The Jackson Zoo
Attention: EJ Rivers
Administration Office
2918 West Capitol St
Jackson, MS 39209