

# Seasonal Job Openings

## Pittsburgh Zoo & PPG Aquarium 2020 Seasonal Job Summary

### **Must be at least 16 years old for the following position:**

- **Parking Lot**  
Efficiently directs visitors to parking spaces as necessary. Assists Security Department by monitoring parking areas and patrolling lots. Assists in the maintenance of lot areas and admissions plaza by performing cleaning tasks. Notifies Security Department and/or Supervisor of potential safety or visitor concerns as necessary. Performs other duties as assigned and directed. Some evening work may be required.
- **Admission Gates Cashier (Must be able to work Week Days, Weekends and Holidays April through December)**  
Performs cashier duties at main entrance plaza and other zoo areas as necessary. Responsibilities include greeting visitors, operating cash register, processing cash and credit card transactions, staffing the membership booth, greeting members, verifying identification, providing written and verbal information about membership to visitors, selling new memberships, and renewing existing memberships. Responsible for carousel-ticket sales, cash handling, and loading and unloading children to ensure adherence to safety procedures. Staffs ticket cart and sell tickets in Children's Zoo area. Monitors assigned areas to ensure cleanliness and safety. Provides general zoo information to visitors, including locations of various exhibits, restrooms, concessions and gift shops, etc. Notifies supervisor of any potential safety or visitor concerns as necessary. Perform other duties as directed.

### **Must be at least 18 and have earned, or currently be pursuing, a college degree in Education or a closely related field: Zoo Camp Aide (Must provide current PA Child Abuse History Clearance and FBI Criminal History Background Check)**

- Assists Lead Zoo Camp Teacher in implementing the Zoo Camp curriculum for the assigned age group (Ages 4 -13), including teaching lessons, and helping with activities such as crafts, songs, stories, games, and snacks. Supervises campers in the Education Building and throughout the Zoo. Interacts with campers, parents, coworkers, supervisors, and other Zoo employees. Assists in the handling and presentation of a variety of live animals. Performs other duties as assigned and directed.

### **Must be at least 18 years old with a Valid PA License for the following positions:**

- **Driver - UPMC Health Plan Zoo Tram**  
Driver is responsible for safe operation of our electric-powered tram. Driver may be required to read a pre-written script for each ride, including safety information and facts. Assists host in generating sales of ride wristbands. Driver performs basic daily/weekly maintenance to tram, and keeps a daily ride log as directed by supervisor. Light maintenance of the Village tram stop required, including sweeping and trash collection. Driver notifies Security Department and/or Supervisor of potential safety or visitor concerns as necessary. Performs other duties as assigned and directed. Some evening work may be required.
- **Zoo Mascot**  
The Pittsburgh Zoo & PPG Aquarium needs employees to wear our animal costumes for events and functions at the Zoo and in the community. The costumes are somewhat heavy and hot, and the best suited candidates have the following characteristics:
  - Ability to wear costume in inclement weather for extended periods.
  - Love to be animated and interact with people
  - Between 5'4 and 5'10" approximately to fit suit appropriately.
  - NOT claustrophobic – A MUST!!! We also need cheerful and attentive zoo crew/entertainers to speak for the animal characters, pass out promotional items, and answer basic questions about the Zoo. Zoo Crew/Entertainers should be outgoing and comfortable in a crowd.

These positions are casual part-time jobs with no set number of hours. Events usually range from three to six hour work blocks on both weekdays and weekends. Candidates must have their own vehicles for transportation to and from site locations.

**Following Positions Require Minimum Age of 18 years old (Valid PA License preferred)**

- **Seasonal Laborers-Grounds Department**  
Assists the full-time staff in providing a variety of services to Zoo staff and visitors, including but not limited to trash collection, grass-cutting, raking, rest room cleaning, and delivering feed, grain, and bales of hay. Other responsibilities include maintaining serviceability and cleanliness of resources, keeping storage facility organized, and other duties as assigned. Valid driver's license preferred. The ability to move heavy items (up to 80 pounds) is required
- **Seasonal Laborer-Special Events Department**  
Sets up and breaks down tents, tables, and chairs for events. Assists with event execution by providing a variety of services such as unloading equipment, installing promotional materials and other duties as needed. Other responsibilities include maintaining serviceability and cleanliness of resources, keeping storage facility organized, and other duties as assigned. Valid driver's license preferred. The ability to move heavy items (up to 80 pounds) is required.
- **Seasonal Laborers-Horticulture Department**  
Assists the full-time staff in the maintenance of the plant collection, hauling debris, raking, watering, planting, weeding and other tasks as assigned. Valid driver's license and the ability to move heavy items (up to 80 pounds) required.
- **Children's Zoo Attendant**  
Monitors animal collections, exhibits, and public pathways as assigned to ensure safety of the public and animals. Reports unusual animal behaviors to keepers, curators and lead attendants on duty. Interacts with visitors, sharing basic information about animal collection and the Zoo in general. Cleans and rakes public areas/pathways as necessary. Monitors playground areas to ensure the safety of visitors. Conducts public programs utilizing and handling live animals and animal artifacts. Contacts appropriate staff concerning lost children, first aid and other situations as necessary, and perform other duties as assigned and directed. Some evening work may be required.
- **Host - UPMC Health Plan Zoo Tram**  
Host provides information to guests and helps generate wristband sales. Host is responsible for the cash-handling function of wristband sales. Host performs basic daily/weekly maintenance to tram, and maintenance of the Village tram stop, including sweeping and trash collection. Assists guests in boarding and exiting of the tram. Notifies Security Department and/or Supervisor of potential safety or visitor concerns as necessary.
- **Zip Line Guide**  
Guide is responsible for safe operation of our zip-line. Guide will be required to complete and pass a training course. Duties include daily opening and closing procedures of zip-line, inspect all components and gear, fit harnesses and helmets correctly and supervise the use of all safety equipment, and demonstrate proper riding techniques. Manages all safety equipment, inspection and maintenance; including but not limited to cleaning, sanitizing, organizing and preparation. Guide notifies Supervisor of potential safety or visitor concerns as necessary. Performs other duties as assigned.