Job Description

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<th>Job Title</th>
<th>Livestock and Agriculture Specialist – Livestock Coordinator – Full-time and Part-time positions available.</th>
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<td>Reports To</td>
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**Principal Function:** The Livestock and Agriculture Specialist – Livestock Coordinator is responsible for the care and handling of Conner Prairie’s livestock including rare breeds and providing guest education on the organization’s agricultural-related experiences.

**Essential Duties and Responsibilities:** Duties include, but are not limited to:
1. Collaborates with the Livestock and Agriculture Specialist – Guest Experience Coordinator on the development and execution of livestock and agricultural-related classes for the public.
2. Engages with the public in livestock and agricultural-related experience areas upholding established interpretive practices and standards of safety.
3. Performs light veterinary work on livestock and is also responsible for transporting animals to vet, sale barn or other necessary locations.
4. Conducts research on the maintenance and care of rare breeds.
5. Fosters connections and relationships with appropriate breeders and farmers.
6. Assists and collaborates with team on hiring new part-time interpreters.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**Competencies:** To perform this job successfully, all employees at Conner Prairie should demonstrate the following competencies:
- **Customer Service** – Responds to requests for service and assistance; Manages difficult or emotional customer situations focusing on listening without interrupting and keeping ones emotions under control; Solicits customer feedback to improve service; Maintains confidentiality and meets commitments; Remains open to others’ ideas and tries new things.
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- **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone’s efforts to succeed.

- **Diversity** – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

- **Ethics** – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

- **Organizational Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization’s goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

- **Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

- **Quality/Quantity** – Demonstrates accuracy and thoroughness; Looks for ways to promote and improve quality; Applies feedback to improve performance; Monitors own work to ensure quality; Meets productivity standards; Completes work in a timely manner; Strives to increase productivity and works quickly.

- **Safety/Security** – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

- **Attendance/Punctuality/Dependability** – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and events on time; Follows instructions; Responds to management’s direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternative plan.

**Job-related Competencies** – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.

- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others; Ability to operate farm machinery and power tools; Experience with low-stress livestock handling; Demonstrate working knowledge of pasture rotation, health, and quality; Demonstrate basic knowledge of large animal health and behavior; Experience lambing/kidding/calving/farrowing.

- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes
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advantage of opportunities; Asks for and offers help when needed; Desire to educate the public about modern and historic agriculture

Education and/or Experience: Bachelor's Degree in Agriculture Management, Animal Science, Animal Biology or Animal Behavior or similar relevant experience. Experience working with rare breeds desired. College students focusing education in the Animal Sciences are encouraged to apply.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently will stand; walk (on uneven dirt and gravel pathways); and lift and/or move up to 75 pounds with or without assistance. The employee will regularly climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

Specific vision abilities required by this job include close vision (clear 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 the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee regularly is exposed to working in wet or humid conditions (non-weather), and outdoor weather conditions. The employee will occasionally work near moving mechanical parts, in high, precarious places, near fumes or airborne particles, toxic or caustic chemicals, extreme cold (non-weather), extreme heat (non-weather), risk of electrical shock, and work with explosives. The noise level in the work environment is usually quiet to moderate.

Conner Prairie is generally open from 10:00 a.m. to 5:00 p.m., Tuesday through Sunday, this position will be required to work beyond these hours and when open for special events.

Apply directly by using this link: https://www.connerprairie.org/join-our-team/

FT is 30-40 hours/week and PT and PT-Flex range between 15-29 hours/week.