



ZOO BOISE INTERNSHIP OPPORTUNITIES

Zoo Boise Mission Statement

Zoo Boise connects our guests with animals to inspire and involve our community in the conservation of wildlife worldwide.

Program Overview

General Description

Interns contribute to the zoo's mission by accompanying and assisting zoo staff - experienced in their field - with department-specific responsibilities in addition to completing an assignment (details provided below).

Wages

Interns receive no wage compensations unless otherwise noted in the position description. However, interns may be able to arrange a work study position through a college or university.

Requirements

Minimum 18 years of age. If accepted into the internship program, intern must submit proof to Zoo Boise of the following:

- A negative tuberculosis (TB) test results taken within the last calendar year prior to the first day of internship. TB test costs are the responsibility of the intern.

College Credits

Interns are responsible for arranging credit through their academic institution as internship requirements for different academic institutions may vary.

Schedule


Weekly schedules vary depending on the intern positions available. Schedules may be listed in specific internship postings. Zookeeper and Commissary internship will require interns to be available for equal amount of AM and PM shifts.

Assignment

Interns are required to construct a portfolio of their intern experience. An additional project may be required depending on the internship department and position. Guidelines for portfolio and project will be provided upon acceptance into the internship program.

Evaluation

To ensure successful progress, interns will receive a written and oral evaluation by their zoo supervisor regarding intern's knowledge and performance at throughout their internship.





ZOO BOISE INTERNSHIP OPPORTUNITIES

Program Overview (continued)

Working Conditions

The physical effort characteristics and working environment described here are representative of those an intern encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Efforts

While performing the duties of this job, the intern will continually lift/carry up to 20 pounds, occasionally lift/carry up to 35 pounds, and rarely lift/carry up to 75 pounds. Also, the intern will frequently push/pull up to 20 pounds and occasionally push/pull up to 75 pounds. The noise level will be frequently loud and occasionally moderate. Work includes sensory ability to talk, hear, smell, and touch. Work in this position also includes close vision, distance vision, peripheral vision, and depth perception. Interns will sit, stand, walk, run, stoop, kneel, crouch, crawl, reach, grasp, climb, and balance. Position requires hand/finger dexterity.

Working Environment

The work environment will include inside conditions, outdoor weather conditions, extreme temperatures, wet and humid conditions, areas of dust, odors, mist, and gases or other airborne matter. Work includes protected exposure to infectious bacteria, bodily fluids, and chemicals.

Housing, Transportation, Reimbursements, Meals

Zoo Boise does not provide these items as part of the internship program. Interns are responsible for their own accommodations and transportation. Zoo Boise is located near downtown Boise and a university where many housing rental opportunities are available in the area.

Multiple or Consecutive Internships

Zookeeper interns may participate in two (2) consecutive internships if the internships are conducted in two (2) different zoo sections. All internship applicants are welcome to seek additional internships in different zoo departments (i.e., Zookeeper, Education, Volunteer Management, etc.) by submitting a new application for each position. Terms of multiple or consecutive internships in non-zookeeper departments will vary.





ZOO BOISE INTERNSHIP OPPORTUNITIES

Application Process

To apply, send a letter of intent, résumé, one professional letter of recommendation, one copy of unofficial college or university transcript, and completed Zoo Boise Internship Application Information form to the address or e-mail below (.pdf format preferred).

Many staff members review applications; address any materials to “whom it may concern” or “internship selection committee”.

Application due dates are available in the chart below. Application components may be sent separately, and applicants will be notified once all application components are received. Applicants are welcome to follow up on their application prior to the application due date by e-mailing the address below. Please, no phone calls.

Internship Program
Zoo Boise - Education
355 Julia Davis Drive
Boise, Idaho 83702

[E-mail](#)


Interviews

Once applications are reviewed and meet the internship criteria, applicants will be contacted for an in-person interview at Zoo Boise with appropriate department staff. If unable to complete an in-person interview, applicants should make a notation on the “Addition Information” portion of the Internship Applicant Information form. Decisions to interview applicants by phone are at the discretion of the zoo department to which applicants are applying.

Acceptance

All applicants will receive notification whether or not they have been accepted for an internship by the dates indicated in the chart below.

If accepted, intern will be required to submit to Zoo Boise official results of a negative tuberculosis (TB) test completed within the last year. Cost of the TB test is the responsibility of the intern. Information regarding TB tests will be available if accepted as an intern. On occasion, internship mentors also supervise teens under the age of 18. If an applicant is assigned and accepts a position with an internship mentor that supervises a teen under the age of 18, intern will be required to submit to and pass a federal background check before participating in the internship program. Cost of the background check is covered by City of Boise.



ZOO BOISE INTERNSHIP OPPORTUNITIES

Application Process (continued)

Acceptance Notification Due Dates

In cases where application due dates fall on Sunday, the due date will be the previous Saturday at 5PM MT.

Internship Department	Term*	Application Due Date (by 5PM MT)	Acceptance Notification Date
Zookeeper	Summer May 15 - Aug 15	February 15	April 15
Zookeeper	Autumn Sept - Dec	July 1	August 1
Zookeeper	Winter/Spring January - May	November 1	December 1
Education <ul style="list-style-type: none">Youth campsGuest educationConservation education	Summer May 15 - Aug 15	February 28	April 15
Education <ul style="list-style-type: none">Academics / school groupsGuest education	Autumn Sept - Dec	July 1	August 1
Education <ul style="list-style-type: none">Youth campsGuest educationConservation education	Winter/Spring January - May	November 1	December 1

*Term start and end dates can be somewhat flexible and are at the discretion of the specific zoo department.

ZOO BOISE INTERNSHIP OPPORTUNITIES

Zookeeper Internship

Position Summary

Zookeeper interns contribute to the zoo's conservation mission by learning and performing duties related to animal care as set by best practice standards of animal wellbeing and husbandry under the mentorship of an experienced zookeeper. Interns will also add to the zoo's conservation mission by conducting formal and/or educational presentations for zoo guests that provide animal natural history, increase guest appreciation for wildlife, and engender an understanding of wildlife conservation issues and efforts. Animal sections available for internships vary by term and each section includes a variety of mammals, birds, reptiles, and amphibians. Interns do not work inside the enclosures of large carnivores, large hoofstock, or primates; however, interns may assist with diet preparation and behavioral enrichment for these animals.

General Responsibilities

- **Animal Care:** Daily exhibit maintenance (including cleaning animal and non-animal areas), diet preparation and feeding of some animals, animal observations, learn about and assist with enrichment development and husbandry training, maintain detailed and accurate animal records.
- **Guest Education:** Research, develop, and conduct formal presentation for guests related to animal in internship section.
- **Research:** Research pertinent to zoo and other animal-care-related topics, including but not limited to population management plans, USDA regulations, exhibit design, and wildlife conservation efforts relevant to animals in internship section.
- **Assignment:** Complete a portfolio and/or additional project to be presented to zoo staff at the end of the internship term.
- **Zookeeper Professional Standards, Ethics, and Teamwork:** Learn and practice skills to continually improve career expertise, as well as the effectiveness of the animal care team.

Applicant Requirements

- Minimum 18 years of age.
- Good physical condition, able to work in all weather conditions and lift at least 50 pounds.
- Possess or dedication to learning excellent customer service skills.
- Compassion for animals and wildlife conservation.
- Commitment to a schedule:
 - Summer (May - August): 40 hours per week for 12 weeks or 16 hours per week for 12 weeks
 - Autumn (August - December): 16 hours per week for 12 weeks
 - Spring (January - May): 16 hours per week for 12 weeks
- Ability to work independently and as part of a team.
- Previous experience not required.
- Accept and adhere to all Zoo Boise policies outlined in the Zoo Boise Volunteer Manual.
- All offers are contingent upon receipt of documentation of negative tuberculosis (TB) test within the last 12 months before start date. TB test fees are the responsibility of the intern.
- If assigned to and accepting a position with a zookeeper who also mentors a teen intern under the age of 18, intern will be required to submit to and pass a federal background check before participating in internship program.



ZOO BOISE INTERNSHIP OPPORTUNITIES

Zookeeper Internship (continued)

Wages

No wage compensation.

To Apply

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Boise, Idaho, 83702**

OR via [e-mail](#)



ZOO BOISE INTERNSHIP OPPORTUNITIES

Education Internship

Position Summary

Education interns contribute to the zoo's conservation mission by learning and performing education programs under the mentorship of an experienced zoo educator. Interns assist with research, development, and teaching for a wide variety of interactive educational programs for zoo guests of all ages that provide animal natural history, increase appreciation for wildlife, and engender an understanding of wildlife conservation issues and efforts. Education internship focus and duties will vary by term, season, number of internship hours and credits, intern schedule, and Zoo Boise Education needs. Minimum is eight hours per week during summer term and four hours per week during autumn or winter/spring terms. Maximum is 40 hours per week for up to 14 weeks. Weekend, holiday, evening, or irregular hours may be required as the zoo is open 362 days per year.

General Responsibilities

- Participate in training to learn accurate exhibit information, including species and individual animal information.
- Participate in training/mentoring process to learn effective public speaking and interpretation techniques.
- Research, develop, and conduct a variety of engaging programs for guests of all ages. Programs include those for families, school groups, youth camps, and zoo guests in both the classroom and throughout the zoo. Programs may include handling and presentation of small animals.
- Development and/or maintenance of education program materials (including biofacts and activity kits), graphics, and displays.
- Assignment: Complete a portfolio and/or additional project to be presented to zoo staff at the end of the internship term.
- Professional Standards, Ethics, and Teamwork: Learn and practice skills to continually improve career expertise, as well as the effectiveness of the education team.

Applicant Requirements

- Minimum 18 years of age.
- Minimum two years college, junior-level status, at an accredited institution; majoring in education, biology, zoology, ecology, wildlife management, or related field.
- Minimum GPA of 2.5 (on a 4.0 scale).
- Good physical condition, able to work in all weather conditions and lift at least 20 pounds.
- Possess is dedicated to learning excellent customer service skills.
- Compassion for animals and wildlife conservation.
- Ability to work independently and as part of a team.
- Previous experience not required although teaching experience is a plus!
- Accept and adhere to all Zoo Boise policies outlined in the Zoo Boise Volunteer Manual.
- All offers are contingent on the successful completion of a criminal background screening.
- All offers are contingent upon receipt of documentation of negative tuberculosis (TB) test within the last 12 months before start date. TB test fees are the responsibility of the intern.



ZOO BOISE INTERNSHIP OPPORTUNITIES

Education Internship (continued)

Wages

No wage compensation.

To Apply

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ZOO BOISE INTERNSHIP OPPORTUNITIES

Volunteer Management Internship

Position Summary

Volunteer management interns work under supervision of the Volunteer Coordinator in all aspects of volunteer management for Zoo Boise's 300 volunteers who provide support for animal care, conservation education, fundraising special events and zoo enhancement projects. Interns will gain hands-on experience involving volunteer program development, recruitment, retention, engagement, and staff-volunteer communication as well as learn the important impact volunteers bring to a non-profit organization such as a Zoo.

General Responsibilities

- Assist in volunteer interviews, selection, placement, and entire onboarding process.
- Provide daily administrative support:
 - Create and maintain volunteer files for online database.
 - Respond to volunteers' inquiries via phone and e-mail.
 - Maintain volunteer office space.
 - Track volunteer service hours.
- Assist with volunteer support, supervision, retention:
 - Develop and provide ongoing volunteer motivation and recognition.
 - Conduct daily check-in sessions.
 - Disseminate Zoo updates.

Applicant Requirements

- Minimum 18 years of age.
- Prefer majors related to human resources, communications, psychology, environmental studies, education, social sciences, non-profit management, or other related disciplines looking to pursue a career in human resources and volunteer services.
- Commit 50 hours per 1 credit on a semester term.
- Minimum GPA of 2.5 (on a 4.0 scale).
- An independent, self-motivated, creative, and resourceful individual who enjoys working with diverse groups of people of all ages, abilities, and learning styles.
- Possess is dedicated to learning excellent customer service skills.
- Compassion for animals and wildlife conservation.
- Ability to work independently and as part of a team.

- Accept and adhere to all Zoo Boise policies outlined in the Zoo Boise Volunteer Manual.
- All offers are contingent upon receipt of documentation of negative tuberculosis (TB) test within the last 12 months before start date. TB test fees are the responsibility of the intern.
- All offers are contingent on the successful completion of a criminal background screening.



ZOO BOISE INTERNSHIP OPPORTUNITIES

Volunteer Management Internship (continued)

Wages

No wage compensation.

To Apply

Submit a letter of intent, résumé, one professional letter of recommendation, one copy of unofficial college or university transcript, and completed Zoo Boise Internship Application Information form (.pdf format preferred) to:

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ZOO BOISE INTERNSHIP OPPORTUNITIES

Commissary and Animal Diet Preparation Internship

Summer Positions Available

One part-time - 16 hours/week for 12 weeks

Position Summary

Commissary interns contribute to the zoo's conservation mission by learning and performing duties related to animal care as set by best practice standards of animal wellbeing and husbandry under the mentorship of an experienced zoo chef. Interns will also add to the zoo's conservation mission by conducting formal and/or educational presentations for zoo guests that serve to increase appreciation for wildlife and engender an understanding of wildlife conservation issues and efforts. The commissary department is part of the animal care team and does not work directly with the animals.

General Responsibilities

- Commissary duties: daily animal meal and food preparation, commissary cleaning, inventory management.
- Zoo guest education: Research, develop, and conduct formal presentation for guests related to nutrition and wildlife conservation.
- Research: Research pertinent to zoo and other animal-care-related topics, including but not limited to animal biodiversity, nutrition and animal diet development, USDA regulations, Association of Zoos and Aquariums (AZA) standards, and wildlife conservation efforts.
- Assignment: Complete a portfolio demonstrating what the intern has learned during their internship, present three commissary talks to guests/camps, participate in three conservation encounters (sloth bear/giraffe fundraising encounters), and complete assigned [online] Zoo Global Academy courses.
- Commissary Professional Standards, Ethics, and Teamwork: Learn and practice skills to continually improve career expertise, as well as the effectiveness of the animal care team.

Applicant Requirements

- Minimum 18 years of age.
- Minimum two years college, junior-level status, at an accredited institution; majoring in biology, zoology, ecology, wildlife management, or related field.
- Minimum GPA of 2.5 (on a 4.0 scale).
- Good physical condition, able to work in all weather conditions and lift at least 50 lbs.
- Possess is dedicated to learning excellent customer service skills.
- Compassion for animals and wildlife conservation.
- Commit to a schedule of 16 hours per week, Monday through Friday, for 12-week term.
- Ability to work independently and as part of a team.
- Previous experience not required.
- Accept and adhere to all Zoo Boise policies outlined in the Zoo Boise Volunteer Manual.



ZOO BOISE INTERNSHIP OPPORTUNITIES

Commissary and Animal Diet Preparation Internship (continued)

Applicant Requirements

- All offers are contingent upon receipt of documentation of negative tuberculosis (TB) test within the last 12 months before start date. TB test fees are the responsibility of the intern.
- If assigned to and accepting a position with a zookeeper who also mentors a teen intern under the age of 18, intern will be required to submit to and pass a federal background check before participating in internship program.
- If credits are needed for college, it is the responsibility of the student to make arrangements with his/her institution. Zoo Boise will provide necessary information when college requests it.

Wages

No wage compensation.

To Apply

Submit a letter of intent, résumé, one professional letter of recommendation, one copy of unofficial college or university transcript, and completed Zoo Boise Internship Application Information form (.pdf format preferred) to:

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