



Position Title: Education Assistant

Position Overview: The Education Assistant participates with the Friends of Zoo Boise Education Department team in providing zoo guests with engaging and meaningful educational experiences regarding animals & their habitats. The Education Assistant will work with the team to provide training, guidance, and management for all Zoo Boise volunteers and design and conduct programs for guests of all ages.

Employer: Friends of Zoo Boise, Education & Volunteer Services Department

Reports to: Director of Education

Schedule:

- Part-time, 24 hrs/week, Sunday-Wednesday
- Some evenings, for select trainings and special events, and some holidays will be required; advanced notice will be provided.

About Zoo Boise: Zoo Boise is a 17-acre zoo located in beautiful Julia Davis Park in downtown Boise, Idaho. Our mission is to connect our visitors with animals to inspire and involve our community in the conservation of wildlife worldwide. It is home to over 300 animals from 100 species, receives 340,000 visitors annually, and is accredited by the Association of Zoos and Aquariums. The Friends of Zoo Boise is a 501(c)(3) membership organization that supports Zoo Boise in the area of animal acquisition, capital improvement projects, education programs, volunteer opportunities, and special events. The goal of each of these components is to increase public awareness, knowledge, and appreciation of the zoo, wild animals, animal habitats, species conservation, and the environment. www.zooboise.org

Responsibilities

Support the Education Department with weekly tasks, such as:

Fall/Winter/Spring

- Assist with volunteer orientation, training, management, and evaluation for Zoo Boise volunteers of all ages
- Support the development and delivery of educational programs for families with young children and guest experience programs.
- Assist with communication between program participants, volunteers, and community partners
- Manage office supplies and coordinate ordering

Summer

- Assist with the orientation, training, management, evaluation, and supervision of Zoo Naturalist and ZooTeen volunteers.
- Assist with the delivery and daily management of summer camps

Pay Rate and Benefits

- \$16-17 per hour
- Pro-rated vacation, medical benefits, retirement, & savings plan available.

Requirements

- Basic knowledge of Microsoft Office
- Ability to work in a variety of outdoor weather conditions
- Ability to traverse the zoo property
- Previous animal handling experience or be willing to be trained
- Ability to educate guests about many types of animals including mammals, birds, reptiles, and invertebrates
- Demonstrate a positive, cheerful, professional, and customer-service-oriented attitude
- Excellent organizational and time management skills
- A commitment to the wildlife conservation goals of Zoo Boise
- Ability to work flexible work schedule including nights and weekends.
- Willing to submit to and pass a criminal history background check
- If an employment offer is made, the offer is contingent upon receipt of negative TB test documentation within the previous 12 months before the start date

Preferred Qualifications

- Bachelor's degree from an accredited institution in education, biological sciences, or a related field.
- Experience managing volunteers
- Experience planning and conducting environmental education programs for young children, teens, and adults.

To Apply:

Send cover letter, resumé and references by February 5th, 2024 by 5:00 pm MST to:

Tierney Ball tball@cityofboise.org

No phone calls, please.