



Volunteer Program Assistant – Seasonal Part Time

Position Overview: Supports Zoo Boise’s wildlife conservation mission by working with the Volunteer Management team in providing zoo guests with fun, engaging and meaningful experiences regarding animal wildlife and our community’s support for wildlife conservation. Provides training, guidance and management for Zoo Naturalist, Zoo Ambassadors and ZooTeen Program volunteers (zooboise.org/support/volunteer).

Employer: Friends of Zoo Boise

Reports to: Volunteer Coordinator

Schedule: Part time. Orientation May 30-June 1, 8am-5pm. Saturday & Sunday, June 2 – Sept 2, 8am-5pm, with some evenings and some holidays as needed.

About Zoo Boise: Our mission is to connect our visitors with animals to inspire and involve our community in the conservation of wildlife worldwide. The 11-acre zoo is home to over 300 animals from 100 species, receives more than 340,000 visitors annually and is accredited by the Association of Zoos and Aquariums. Zoo Boise is operated by Friends of Zoo Boise and the City of Boise’s Parks & Recreation Department. www.zooboise.org

Responsibilities

- Assist with volunteer orientation, training, management, evaluation and supervision.
- Manage volunteer schedules and daily visitor experience schedules including Butterflies in Bloom Exhibit, Conservation Cruise, animal encounters, Giraffe Encounter, Bear Encounter, biology & ecology themed demonstrations.

Pay Rate and Benefits

- \$11.00per hour
- No benefits
- Option to participate in retirement savings plan

Requirements

- Pursuing or holds Bachelor’s degree from an accredited institution in Non-Profit Management, Human Resources, Museum Studies, Communications, Environmental Studies, Education or related field.
- Ability to work in a variety of outdoor weather conditions.
- Able to traverse the zoo property and be on one’s feet for a long period of time.
- Animal-handling experience or be willing to be trained to handle and teach about many types of animals, including mammals, birds, reptiles (including snakes), and invertebrates, both aquatic and terrestrial.
- Excellent organizational and time management skills.
- Valid Driver’s License, good driving record and reliable transportation.
- U.S. citizen, national or lawful permanent resident.

- Submit to a criminal history background check.
- Provide proof of negative TB test taken within the past calendar year.
- Basic knowledge of Microsoft Word Office

Preferred Qualifications

- Experience managing volunteers.
- An independent, self-motivated, creative and resourceful individual who enjoys working with diverse groups of people of all ages, abilities and learning styles.
- Able to work in a fast-paced and noisy environment and to handle multiple tasks simultaneously.
- Holds a positive, cheerful, professional and customer-service oriented attitude.
- Communicate and interact in a positive, professional, and team oriented manner with various populations such as: colleagues, volunteers, students, general public and organizational partners.
- A commitment to the conservation goals of Zoo Boise.

To apply, send cover letter, resumé and references by March 31, 2018 to:

Volunteer Coordinator
Friends of Zoo Boise
355 Julia Davis Drive
Boise, ID 83702 or email to ZooVolunteer@cityofboise.org.

Email application preferred. No phone calls please.

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