



**Position Description – Summer 2018
ZOO TEEN PROGRAM COORDINATOR**

Position Overview: The ZooTeen Program Coordinator contributes to Zoo Boise's wildlife conservation mission by providing leadership, management, supervision and support to approximately 170 ZooTeens under the guidance of Education & Volunteer Services team. ZooTeens provide information and education presentations for Zoo visitors, assist in the operation of seasonal exhibits and summer camps for children, and raise funds for wildlife conservation while developing career skills.

About ZooTeens:

The Zoo Boise ZooTeen program inspires teens across Idaho to increase and share their knowledge of animals, conservation, and the environment. ZooTeens focus on educating Zoo Boise visitors and gain experience with teaching, leadership, and public speaking. ZooTeens also learn about animals and raise awareness about conservation projects supported by the Zoo Boise Conservation Fund

Employer: Friends of Zoo Boise

Responsibilities:

- Assist with preparation of and leading sessions for ZooTeen orientation
- Provide performance evaluations and communicate feedback to ZooTeens
- Maintain ZooTeen database and files – personal data, hours, evaluations, etc.
- Schedule ZooTeens in various visitor environmental education areas
- Serve as the main contact regarding schedules and program guidelines
- Meet ZooTeens prior to and after the morning and afternoon shifts
- Assist with planning and coordination for volunteer appreciation party and social functions
- Assist with weekly ZooTeen training on ecology, biology, conservation and interpretive techniques
- Maintain relationships with ZooTeen parents/guardians, encouraging involvement
- Respond to questions and concerns from ZooTeens and their parents/guardians
- Assist with daily maintenance and organization of the Volunteer Center
- Perform other tasks assigned

Qualifications:

- Desire to serve with people to promote education, environmental stewardship and an ethic of service
- Holds a positive, cheerful, professional and customer-service oriented attitude
- Enjoys working with diverse groups of people
- Experience in supervising others, particularly adolescents
- Junior undergraduate standing minimum
- Excellent verbal and written communication skills, including basic computer skills (Microsoft Office)
- Excellent organizational, leadership, and time management skills
- Ability to speak effectively before groups of guests and employees
- Experience handling animals (invertebrates, parrots, mammals, snakes, and other reptiles) and/or ability to learn animal handling techniques
- Conservation education experience a plus
- Ability to commit to the full term of service
- Submit to and pass a criminal history background check
- Able to traverse the zoo property
- Able to work around animals in an indoor and outdoor environment
- Willingness to work outside in inclement weather
- A commitment to the wildlife conservation goals of Zoo Boise
- If employment offer is made, offer is contingent upon successful completion of a criminal background screening and receipt of negative TB test documentation within the previous 12 months before start date

Schedule:

June 1 - Labor Day 2018*

Weekly: Wed-Sun, 8am-5pm and some evenings

Returning ZooTeen Orientation: May 19th 9am-5pm

Volunteer Appreciation Party: Monday, August 13th 5pm-9pm

*Some flexibility is possible in order to accommodate school schedules

Salary & Benefits: \$10.00/hour. No benefits.

To Apply: Send cover letter, resumé & references by 5pm on April 6, 2018 to:

Education – Volunteer Coordinator

Friends of Zoo Boise

355 Julia Davis Drive

Boise, ID 83702 or email to zoovolunteer@cityofboise.org

No inquiring phone calls or emails please.

About Zoo Boise: Zoo Boise is an 11-acre zoo located in Julia Davis Park along the Boise River and close to downtown Boise. It hosts 360,000 annual visitors, exhibits 90 animal species, and is accredited by the Association of Zoos & Aquariums. Zoo Boise's mission is to connect our visitors with animals to inspire and involve our community in the conservation of wildlife worldwide.

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