Position Description – Summer 2021
VOLUNTEER PROGRAM ASSISTANT – PART TIME SEASONAL

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.

Employer: Friends of Zoo Boise

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, Sloth Bear Encounter, biology & ecology themed demonstrations
- Assisting with both adult and youth volunteer daily management

Qualifications
- 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
- Able to teach about many types of animals including mammals, birds, reptiles and invertebrates
- Excellent organizational and time management skills
- Willing to submit to and pass a criminal history background check
- If employment offer is made, offer is contingent upon receipt of negative TB test documentation within the previous 12 months before start date
- Basic knowledge of Microsoft office

Preferred Qualifications
- Experience managing volunteers
- Able to work in a fast-paced environment and handle multiple tasks simultaneously
- Independent, self-motivated, creating and resourceful; enjoys working with a diverse group
- Holds a positive, cheerful, professional and customer-service oriented attitude
- A commitment to the wildlife conservation goals of Zoo Boise

Schedule*:
- ZooTeen Orientation Assistance
  - May 29th - September 11th: Friday-Sunday, 8am-5pm and some evenings

Important Dates:
- Orientation & Training: May 2nd 8am-5pm
- ZooTeen Orientation: May 8th, May 16th, May 22nd, May 23rd 8-5pm

*some flexibility to accommodate school schedules

Salary & Benefits: $11.50/hour. No benefits.

To Apply: send cover letter, resumé and references by 5pm by April 2nd to zoovolunteer@cityofboise.org with subject line “Volunteer Program Assistant”. Please send any inquiries to zoovolunteer@cityofboise.org. No calls please.
About Zoo Boise: Zoo Boise is a 13-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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