Position Description – Summer 2021
ZOOTEEN PROGRAM COORDINATOR – FULL TIME SEASONAL

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. This person will join a team that is fun, passionate about conservation education and enjoys working with people. The ideal candidate cares about teens, education, animals and wildlife conservation.

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 visitors and gain experience with teaching, leadership, and public speaking while learning about animals and raising awareness about conservation projects supported by the Zoo Boise Conservation Fund.

Employer: Friends of Zoo Boise

Responsibilities:
- Manages the ZooTeen program, assisted by the Volunteer Services and Education staff
- Assists with new teen onboarding process including orientations
- Active in teen training process; assists with preparation of and leading sessions for ZooTeen orientation; prepares and delivers weekly training on ecology, biology, conservation and interpretive techniques
- Evaluates, provides performance evaluations and communicates feedback to ZooTeens
- Maintains ZooTeen database and files; Follows up with teens, parents and staff during the summer; Serves as the main contact regarding schedules and program guidelines
- Manages day-to-day scheduling of ZooTeens in various visitor education areas; ensures shift changes are executed smoothly; coaches ZooTeens while on grounds
- Provides leadership and guidance to ZooTeens
- Assists with planning and coordination for volunteer appreciation party and social functions
- Builds and maintains relationships with ZooTeen parents/guardians, encouraging involvement
- Responds to questions and concerns from ZooTeens and their parents/guardians
- Assists with daily maintenance and organization of the Volunteer Center
- Performs other tasks as assigned

Qualifications:
- One year of experience in volunteer coordination or with supervising others, particularly adolescents
- 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
- Desire to promote education, environmental stewardship and an ethic of service
- Holds a positive, cheerful, professional and customer-service oriented attitude
- Excellent verbal and written communication skills, including basic computer skills
- Excellent organizational, leadership, and time management skills
- Ability to speak effectively before groups of guests and employees
- Experience handling animals and/or ability to learn animal handling techniques
- Able to traverse the zoo property and 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
- 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
Preferred Qualifications:
• Experience working in a zoo, aquarium, educational or wildlife conservation setting
• Experience working with volunteer programs
• Experience working in a busy office, balancing and prioritizing the needs of volunteers, visitors and staff

Schedule:
• May 1st-May 30th: Part time: Training and Teen Orientations
  ➢ May 1st: 10-12pm- Returning Teen Meeting
  ➢ May 2nd: 8-5pm- All Seasonal Staff Training- Mandatory
  ➢ May 8th: 8-5pm- ZooTeen Practice Day
  ➢ May 16th: 8-5pm- ZooTeen Practice Day
  ➢ May 22nd: 8-5pm- ZooTeen Practice Day
  ➢ May 23rd: 8-5pm- ZooTeen Practice Day
• May 29th-September 6th: Full time; Thursday-Monday, 8am-5pm and some evenings

*Some flexibility is possible in order to accommodate school schedules

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

To Apply: Send cover letter, resumé & and references by 5pm on April 2nd to: zoovolunteer@cityofboise.org with subject line “ZooTeen Volunteer Coordinator”

No inquiring phone calls or emails 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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