



**Position Title:** Programming Coordinator

**Position Overview:** The Program Coordinator position creates, engages, teaches and evaluates programming and classes for zoo guests and zoo families; oversees zoo outreach programming and manages all zoo camps. This includes creating spring, summer, fall and adult program schedules and descriptions as well as serving as the main contact to program participants.

**Employer:** Friends of Zoo Boise

**Reports to:** Education Director

**Schedule:** 40 Hour work week, typically 8am-5pm. Exact workdays will vary dependent upon season. Some evenings, weekends, and holidays. Days off to be determined.

**About Zoo Boise:** Zoo Boise is a 14-acre zoo located in beautiful Julia Davis Park of 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 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.

**Job Duties:**

- Develops, implements, and evaluates public programming for a wide range of visitors onsite, and in the larger community
- Develops, implements, and evaluates formal education programs which will compliment school curriculum, support state educational standards, engage students, and fulfill teacher needs
- Coordinate school field trips to the zoo, assist teachers/school groups in planning visits, develop tour materials, and follow up when necessary with teachers before and after group visits
- Collaborate with the Volunteer and Interpretation Coordinator to recruit, train, schedule and communicate with volunteers working with programming, outreach and camps. Actively engage with and oversee these volunteers.
- Hire and oversee seasonal staff and daily camp schedules
- Deliver innovative programming that will encourage and support the engagement of diverse audiences creatively and effectively while fulfilling Zoo Boise's mission
- Develop relationships with and engage key stakeholders such as curriculum coordinators, teachers, community groups and individuals to ensure appropriate program offerings and for zoo promotion
- Formulate evaluation methods and data collection to assess effectiveness of programming. Prepare reports on program attendance, successes, challenges, and other relevant information as directed by the Education Director or senior zoo staff

- Represent the zoo in professional, academic, and social forums
- Work with appropriate staff to market programs; develop content for newsletters, website, and other media outlets
- Assist in zoo-wide efforts to promote the zoo and zoo educational programming including fund raising campaigns, media and marketing campaigns and special events
- Oversee all daily camp operations to ensure a safe productive environment for all involved.
- Work with City of Boise to make sure all reservations are managed properly
- Build strong relationships across the zoo to create and deliver successful programs that require other department participation
- Oversee the educational program budget

**Salary & Benefits:** \$17-19/hour depending on experience. Vacation, medical and retirement plan benefits available.

### **Requirements**

- Bachelor's degree or equivalent work experience in a natural resources field, human resources, communications, volunteer management, non-profit organization management or similar field.
- Ability to work in a variety of outdoor weather conditions, traverse zoo property and be on one's feet for a long period of time.
- 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.
- Committed to the wildlife conservation goals of Zoo Boise.
- Enjoys working with diverse groups of people of all ages, abilities and learning styles.
- Communicates and interacts in a positive, professional, and team-oriented manner with colleagues, volunteers, students, general public and organizational partners.
- 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.

### **Preferred Qualifications**

- Background in biology or science/environmental education
- Animal handling experience

### **How to apply:**

Submit cover letter, resume and three references to- [zooeducation@cityofboise.org](mailto:zooeducation@cityofboise.org)

Deadline to apply is October 22, 2021.

Please no phone calls.