Friends of Zoo Boise Job Description: Seasonal Event Assistant

Position overview:
The part-time, seasonal Event Assistant supports the organization during private evening rentals at the zoo, Snooze at the Zoo overnight program, and assists with zoo special events as needed. The position will run April through October.

Reports to:
Event Coordinator

Schedule:
Hours will range weekly depending upon scheduled programs. Some weeks have no events scheduled, but never more than 40 hours in one week. There are no guaranteed hours per week. Private evening rentals of the zoo will run from 4:30–9:30pm. Occasional adjustments may be needed. Snooze at the Zoo overnights will run from 6pm–9:30am.

Job Duties:

Rentals:
1. Coordinate operation of event and zoo activities
2. Greet event organizers and ensure set-up to contract specifications
3. Greet volunteers and assist with schedule for the evening
4. Count number of guests entering the zoo; ensure those entering are part of the event; submit final event attendance to Event Coordinator
5. Make public announcements as necessary
6. Ensure proper closure of the zoo.

Snooze at the Zoo Overnights
1. Check in guests
2. Collect and secure fees if necessary
3. Review program guidelines with participants
4. Set-up and clean up evening snacks and breakfast for participants
5. Provide overnight staffing for zoo (Overnight security is also on-site all night)
6. Assist guests with check-out in AM.
7. Submit final event attendance to Event Coordinator

Other duties as assigned.

Qualifications
1. Must be at least 18 years old
2. Superior organizational and oral communication skills
3. Capacity to work independently and in teams
4. Customer service oriented
5. Energy, humor, creativity, professionalism, maturity, and strong work ethic
6. A passion for conservation and the mission of Zoo Boise
7. Ability to be flexible with times and duties
8. Provide proof of COVID-19 vaccination
9. Negative TB test
10. Pass a background check

**Working Conditions**: While performing the duties of this job the employee is regularly lifting/carrying up to 10 lbs., rarely lifting/carrying up to 35 lbs. Also, the employee is rarely pushing/pulling up to 35 lbs. Work includes sensory ability to talk, hear and smell. Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach, grasp, climb and balance. Position requires hand/finger dexterity.

**Working Environment**: The work environment will include inside conditions, outdoor weather conditions, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter.

**Compensation**: This position pays $14.00 per hour and does not include benefits, vacation, or sick leave. The Friends of Zoo Boise is a 501(c)(3) membership organization that supports Zoo Boise in the area of animal acquisition, capital improvement projects, education programs, volunteer opportunities, and special events. The goal of each of these components is to increase public awareness, knowledge, and appreciation of the zoo, wild animals, animal habitats, species conservation, and the environment.

**To apply:**
Please send a cover letter, resume, and three references to:
Elaine Gleaton, Event Coordinator at egleaton@cityofboise.org
Deadline is March 15, 2022
Please no phone calls