



Position Title: General Education Specialist

Position Overview: The General Education Specialist participates with the Friends of Zoo Boise Education Department team in providing zoo guests with engaging and meaningful educational experiences regarding animals & their habitats. The General Education Specialist will work with the team to provide training, guidance, and management for all Zoo Boise volunteers and design and conduct programs for guests of all ages.

Employer: Friends of Zoo Boise

Reports to: Education Manager

Schedule: 40-hour work week, 8am-5pm. Tue-Sat. Some evenings and holidays required, with advance notice.

Compensation: Starting salary is \$16-17 hourly, depending on experience. This position is eligible for competitive health insurance coverage, retirement plan and paid leave benefits.

Job Duties:

Duties include but are not limited to the following:

Fall/Winter/Spring

- Assist with volunteer orientation, training, management, and evaluation for Zoo Boise volunteers of all ages.
- Support the development and delivery of educational programs for families with young children and guest experience programs.
- Assist with communication between program participants, volunteers, and community partners.
- Assist with resource development for staff and volunteer training.
- Manage office supplies and coordinate ordering.

Summer

- Assist with the orientation, training, management, evaluation, and supervision of Zoo Naturalist and ZooTeen volunteers.
- Assist with the registration, delivery and daily management of summer camps.
- Performs other duties as assigned.

Requirements

- Basic knowledge of Microsoft Office
- Ability to work in a variety of outdoor weather conditions
- Ability to traverse the zoo property
- Previous animal handling experience or be willing to be trained

- Ability to educate guests about many types of animals including mammals, birds, reptiles, and invertebrates
- Demonstrate a positive, cheerful, professional, and customer-service-oriented attitude
- Excellent organizational and time management skills
- A commitment to the wildlife conservation goals of Zoo Boise
- Ability to work flexible work schedule including nights and weekends.
- Willing to submit to and pass a criminal history background check
- Negative TB test.

Preferred Qualifications

- Bachelor's degree from an accredited institution in education, biological sciences, or a related field.
- Experience managing volunteers
- Experience planning and conducting environmental education programs for young children, teens, and adults.

About Zoo Boise: Zoo Boise is a 17-acre zoo located in beautiful Julia Davis Park in 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 340,000 visitors annually, and is accredited by the Association of Zoos and Aquariums. 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. www.zooboise.org

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.

To Apply: Send cover letter, resumé and references by Tuesday November 26th , 2024 by 5:00 pm MST to: Tierney Ball tball@cityofboise.org

No phone calls, please.