



Position Title: Education Manager

Position Overview: The Education Manager is a new position, supporting the Director of Education with overseeing daily operations of the Education Department. The role is responsible for supervising and supporting the key departmental teams: volunteer services, education programming, and interpretation. The Education Manager will ensure coordination across these teams and serve as the first point of contact. This position requires strong leadership, problem solving skills, and a passion for wildlife education and conservation.

Employer: Friends of Zoo Boise

Reports to: Director of Education

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

Compensation: Starting salary is \$47,000 - \$52,000 annually, 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:

- Under the direction of the Director of Education, set and achieve department goals, manage and maintain departmental budgets, and assist in program and financial reporting.
- Assist the Director of Education in the planning, coordination, and execution of educational programs for a range of audiences, including school groups, families, and adult learners. Ensure programs align with Zoo Boise's mission, conservation goals and continue to meet community need.
- Supervise and work closely with the education staff to deliver high-quality educational, volunteer and interpretation program experiences. Provide guidance, support, and training to staff in the delivery of programs.
- Help manage the day-to-day operations of the education department, including scheduling, resource allocation, and coordinating educational registration, programming, and supplies.
- Assist with the preparation of reports, budget tracking, and the development of grant proposals or fundraising efforts to support educational programming.
- Assist with recruitment, training, and professional development of staff.
- Conduct regular check-ins with team members, ensuring projects remain on schedule.
- Collaborate with the Director of Education to conduct end-of-year performance reviews.
- Performs other duties as assigned.

Requirements

- Bachelor's degree in biology, education or related field.
- 3 or more years of experience in educational programming, preferably in a zoo, museum, nature center, or similar environment, with at least one year of supervisory experience.
- Strong leadership skills with experience supporting teams and managing projects.
- Excellent written and verbal communication skills, with the ability to present information effectively to a variety of audiences.
- Experience developing effective curriculum and lesson plans.
- Enjoys working with diverse groups of people of all ages, abilities and learning styles.
- Ability to work in a variety of outdoor weather conditions and traverse zoo property.
- Animal-handling experience or willing to be trained to handle and teach about many types of animals.
- Excellent organizational and time management skills.
- Experience in developing and reporting on grants.
- Capable of working independently and as a team.
- Positive, professional and customer-service oriented attitude and strong work ethic.
- 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.
- Negative TB test.
- Committed to the wildlife conservation goals of Zoo Boise.

Preferred Qualifications

- Five or more years of experience in a zoo, aquarium, educational institution, or a related field, with at least two years in a leadership position.
- Knowledge of educational program design.
- Knowledge of learning theories and development stages.
- Volunteer management experience.

About Zoo Boise: Zoo Boise is a 17-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 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.

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.

How to apply: Submit cover letter, resume and three references to- tball@cityofboise.org.

Deadline to apply is Tuesday, November 26th, 2024.

Please no phone calls.