



Position Title: Seasonal ZooTeen Program Specialist

Position Overview: The ZooTeen Program Specialist contributes to Zoo Boise's wildlife conservation mission by providing leadership, management, supervision and support to approximately 180 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

Reports to: Volunteer Program Coordinator

Schedule: Full-time, Thur-Mon, 8 am-5pm and some evenings. May 29th – August 10th. Possibility to work weekends through Labor Day. Some flexibility to accommodate school schedules.

Compensation: \$15.50/hour. No benefits.

Job Duties:

- Oversees daily operations of the ZooTeen Program assisted by the Volunteer Services and Education staff, including:
 - Day-to-day scheduling of ZooTeens in various visitor education areas; ensures shift changes are executed smoothly
 - Serves as the first contact for teens and parents during the summer regarding schedules, program guidelines, and any questions or concerns
 - Provides performance evaluations and communicates feedback to ZooTeens
- Prepares and delivers weekly training on ecology, biology, conservation and interpretive techniques
- Maintains ZooTeen database and files
- Assists with planning and coordination for the volunteer appreciation party and social functions
- Assists with daily maintenance and organization of the Volunteer Center
- Performs other tasks as assigned

Qualifications:

- 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
- 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
- One year of experience in volunteer coordination or with supervising others, particularly adolescents
- Experience working in a busy office, balancing and prioritizing the needs of volunteers, visitors and staff
- Pursuing or holds Bachelor's degree from an accredited institution in non-profit management, human resources, communications, environmental studies, education or related field

Important dates:

- Training: Thursday, May 29th 8am – 5pm
- ZooTeen Practice Day: Saturday, May 31st 8am – 5pm
- Friends & Family Nights: Tuesday June 24th and Thursday, July 24th from 5-8pm

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: Send cover letter, resumé & and three references to zoovolunteer@cityofboise.org with subject line “ZooTeen Program Specialist”

Deadline to apply is 5pm on Wednesday, February 12, 2025. Please no phone calls.