

## **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 programs, and assists with zoo special events as needed. The position will run from April through October.

**Employer:** Friends of Zoo Boise

**Reports to:** Director of Events and Experiences

#### **Schedule:**

Hours will range weekly depending upon scheduled events.

Some weeks have no events scheduled. No week will be scheduled for more than 40 hours in one week.

There are no guaranteed hours per week.

Private evening rentals of the zoo run from approximately 4:30– 9:30pm.

Occasional adjustments may be needed.

Snooze at the Zoo overnights run from approximately 6:30pm –9:30am.

#### **Job Duties:**

##### **Rentals:**

1. Coordinate operation of event and zoo activities. Events can include weddings, company picnics, client appreciation, prom, family celebrations, and others.
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 Director of Events and Experiences.
5. Make public announcements as necessary.
6. Ensure proper closure of the zoo.

##### **Snooze at the Zoo Overnights**

1. Check in guests
2. Collect medical release forms for each participant
3. Review program guidelines with participants
4. Prepare 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 and event summary to Director of Events and Experiences

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. U.S. citizen, national, or lawful permanent resident
10. Pass a background check

**Working Conditions:** While performing the duties of this job the employee may regularly lift or carry up to 10 lbs., and will rarely lift, carry, push, or pull up to 35 lbs.

Work includes sensory ability to talk, hear and smell.

Employees may be required to sit, stand, walk, stoop, kneel, 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 \$16.00 per hour and does not include benefits, vacation, or sick leave.

#### **About Zoo Boise:**

Zoo Boise is a 17-acre zoo located in beautiful Julia Davis Park in downtown Boise, Idaho.

It is home to over 300 animals from 100 species and receives 350,000 visitors annually.

Zoo Boise is accredited by the Association of Zoos and Aquariums and is dedicated to wildlife conservation. Zoo Boise is operated by Friends of Zoo Boise and the City of Boise's Parks & Recreation Department.

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 professional references to:

Elaine Gleaton, Director of Events and Experiences at [egleaton@cityofboise.org](mailto:egleaton@cityofboise.org)

Applications must include all requested materials to be considered.

Application deadline is Feb. 23, 2026.