



## 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 200 ZooTeens (ages 13-17) 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:**

35 hours per week, Thursday - Monday, 8AM - 4PM and some evenings.

Season runs May 28 - August 9.

Possibility to work select days 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.
- Prepares and delivers weekly training on ecology, biology, conservation, and interpretive techniques.
- Evaluates, provides performance evaluations, and communicates feedback to ZooTeens.
- Maintains ZooTeen database and files; follows up with teens, parents, and staff during the summer; serves as the main contact regarding schedules and program guidelines.
- Manages day-to-day scheduling of ZooTeens in various visitor education areas; ensures shift changes are executed smoothly.
- Provides leadership and guidance to ZooTeens while on grounds.
- Assists with planning and coordination for the volunteer appreciation party and social functions.

- Builds and maintains relationships with ZooTeen parents/guardians, encouraging involvement.
- Responds to questions and concerns from ZooTeens and their parents/guardians.
- Assists with daily maintenance and organization of the Volunteer Center.
- Performs other tasks assigned.

#### **Qualifications:**

- Desire to promote education, environmental stewardship, and an ethic of service.
- Hold 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.
- Ability to traverse the zoo property and work around animals in indoor and outdoor environments.
- Willingness to work outside in inclement weather conditions.
- A commitment to the wildlife conservation goals of Zoo Boise.
- Willingness 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 (1) 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 holding a Bachelor's degree from an accredited institution in non-profit management, human resources, communications, environmental studies, education, or related field.

**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, wet and humid conditions with areas of dust, odors, mist, gases, or other airborne matter.

#### **Important Dates:**

- Training: Thursday, May 28 from 8AM - 5PM
- ZooTeen Practice Day: Saturday, May 30 from 8AM - 5PM
- Friends & Family Nights: Tuesday, June 30 and Thursday, July 30 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 guests 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 areas 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, send a cover letter, resumé, and three (3) references to [zoovolunteer@cityofboise.org](mailto:zoovolunteer@cityofboise.org) with subject line “ZooTeen Program Specialist”.

**Deadline to apply is 5PM on Tuesday, March 3, 2026.**

**No phone calls, please.**