

ROGER WILLIAMS PARK ZOO AND RHODE ISLAND ZOOLOGICAL SOCIETY

# ZOO CREW JUNIOR DOCENT VOLUNTEER APPLICATION

PEOPLE MAKE THE DIFFERENCE AT THE ZOO

**Please mail completed application to:**

*Manager of Volunteer Resources*

*Roger Williams Park Zoo*

*1000 Elmwood Avenue*

*Providence, RI 02907*

OR

**Email completed application to:** [volunteer@rwpzoo.org](mailto:volunteer@rwpzoo.org)

***Application Deadline: April 17<sup>th</sup>***

**Please direct all questions to:**

*Abigail Clark, Interpretation Specialist*

[aclark@rwpzoo.org](mailto:aclark@rwpzoo.org) OR (401) 785-3510 x151

# Zoo Crew Junior Docent Volunteer Position Description

POSITION TITLE:	Zoo Crew Junior Docent
CLASSIFICATION:	Volunteer
DEPARTMENT:	Education
REPORTS TO:	Interpretation Specialist
DUES:	\$30 annual fee to cover ID badge, t-shirt, and appreciation events
COMMITMENT:	42 hours between June 21st and August 24th

## **Summary of Responsibilities:**

The Zoo Crew Junior Docent program is designed to give students in grades 7-12 the opportunity to engage the Zoo's visitors through short, guest service based and education-based interactions. Junior Docents, working with RWPZ's year-round Docents, look for opportunities to enhance the visitor experience while providing education and conservation messaging through casual conversations and structured hands-on activities. Junior Docents will build their skills in communication, teamwork, teaching, and public speaking while providing entertaining and rewarding experiences to our guests.

## **Essential Position Functions:**

1. Engage with guests at activity-based carts which explore subjects that include vet care, animal diets, animal care, and conservation.
2. Greet visitors as they enter the Zoo and assist Docents in answering guest inquiries.
3. Engage with guests at themed play and exploration areas such as the Contact Yard and Farm Stand.
4. Keep Farm play area organized and operational by making sure play materials are functional and accessible.
5. Keep Contact Yard entrance clear by straightening and/or parking strollers.
6. Assist Wild Bunch Performers in arranging seating and gathering audiences before shows.
7. Continually look for opportunities to enhance guests' visits and establish connections.

## **Requirements:**

1. Must be available for an interview. Dates TBD,
2. Must be a student must be enrolled in 7<sup>th</sup>-12<sup>th</sup> grade at the time of application. Age verification may be required.
  - a. If accepted and once they are a part of the Jr. Docent program, teens will age out of the program at their 18<sup>th</sup> birthday.
  - b. If the teen's 18th birthday falls during the summer volunteer season (June-End of August) the applicant will not be eligible to volunteer for that season.
3. Actively participate in two training sessions. Dates TBD.
4. Must volunteer for at least 42 hours during the summer
  - a. Available shifts are 10AM-4:00PM on Sunday, Tuesday, Wednesday or Thursday
  - b. Shifts are available to sign-up on a first-come first-serve basis
  - c. May volunteer a maximum of two shifts per week
  - d. The program starts June 21st and ends August 24<sup>th</sup>.
5. Arrive on time and stay for your entire shift (unless you have supervisory approval to the contrary).

## **Qualifications:**

1. Must have reliable transportation to and from the Zoo.
2. Ability to be outside, in all weather.
3. Enjoy speaking with the public regardless of their ages, personalities, backgrounds, etc.
4. Outgoing, engaging, and upbeat personality.
5. Ability to work alongside Docents of varying ages, experience, and backgrounds.
6. Interest in conservation, education, and the natural world.
7. Ability to work well with others, as well as independently.
8. Effectively support the mission and priorities of Roger Williams Park Zoo.
9. Adhere to all policies described in the Roger Williams Park Zoo's Volunteer Handbook.
10. Must be flexible, positive, enthusiastic, approachable, and willing to learn.

## **Benefits:**

1. Free year-round admission to Roger Williams Park Zoo for yourself.
2. Eight free passes per year to Roger Williams Park Zoo for your friends and family.
3. Good resume builder and opportunity to grow and develop essential skills.
4. Community service hours for school, sports teams, etc.
5. Meeting new people, with similar interests, in a fun environment.

# Roger Williams Park Zoo/ Rhode Island Zoological Society

(RI Zoological Society is a nonprofit entity dedicated to the development and enrichment of Roger Williams Park Zoo.)

## ZOO CREW JUNIOR DOCENT VOLUNTEER APPLICATION

### Applicant Information

*Applicants will receive consideration without discrimination based upon any legally protected class, including but not limited to race, age, color, religion, sex, marital status, national origin, physical or mental disability, protected impairment, military status, veteran status, pregnancy, sexual orientation, gender identity or ancestry, or other legally protected status except where a bona fide occupational qualification exists.*

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Present Address: \_\_\_\_\_  
Street Address Apartment/Unit # City State ZIP Code

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Cell Phone: \_\_\_\_\_

Parent/Guardian E-mail Address: \_\_\_\_\_

How did you hear about the volunteer program at RWPZ? \_\_\_\_\_

Are you legally prohibited from performing volunteer work of this nature in the U.S.? YES  NO

Have you worked/volunteered for this organization in the past? YES  NO  If yes, when and in what capacity? \_\_\_\_\_

Have you ever applied to work or volunteer for this organization in the past? YES  NO  If yes, when? \_\_\_\_\_

Are you a student currently in the 7<sup>th</sup>-11<sup>th</sup> grade? (at time of application) YES  NO  Grade Fall 2020: \_\_\_\_\_  
 Birthday: \_\_\_\_\_

Do you have reliable transportation to and from the Zoo? YES  NO

### Education

EDUCATION	School Name	#Yrs. Attended	Graduation Year
Middle School/Jr. High			
High School			

### Professional/Academic References

*Please list two professional or academic references. Please do not list relatives. By providing these references, you are authorizing Rhode Island Zoological Society to contact these individuals regarding your suitability for volunteer work.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

## Application Interview Questions

**\*\*Please submit a separate page with your application answering the following questions\*\***

1. Why do you want to volunteer as a Zoo Crew Junior Docent at Roger Williams Park Zoo?
2. Please briefly describe any experiences or skills you have that would be useful as a Junior Docent.
3. What do you think are the most important characteristics of a Junior Docent?
4. Is there anything else you would like to tell us as to why you would be a great Junior Docent?

## Disclaimer and Signature

*I hereby certify that the information stated above is to the best of my knowledge true, correct and complete. I understand that any misrepresentation of facts or any false or incomplete statements in this application are sufficient cause for dismissal if I am accepted as a volunteer. I authorize the investigation of all statements contained in this application in return for being considered for a volunteer position. I understand that incomplete applications will not be considered. I know that my completion of this application form does not mean that any volunteer positions are available. I acknowledge that RIZS has not made any promise that I will be accepted as a volunteer. I understand that RIZS has no obligation to offer me a volunteer position, and that I have no right or entitlement to a volunteer position. I understand that any offer of a volunteer position by RIZS is for no definite period of time and that either RIZS or I may terminate the relationship at any time without prior notice and without any reason or cause. I have read the Zoo Crew Junior Docent position description, and certify that I am able to perform the duties described therein with or without reasonable accommodations. I understand that I am applying for a volunteer position. No payment or remuneration will be given in exchange for volunteer service. I further certify that I am applying for this volunteer position out of a desire to further my personal education and development, as well as to further the civic and community benefits which the Zoo provides.*

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### NEXT STEPS:

**After we receive and review your completed application, qualified applicants will be selected for an interview with the Interpretive Specialist and the Manager of Volunteer Resources. You will be notified by email within two weeks of your interview as to whether or not you have been accepted into the program. There are limited positions available and competition is typically high. If you are not accepted this year we hope you will consider applying again in the future.**