

2016 Summer Zoo Crew Description

Education & Camp

The Zoo Crew of Hemker Park & Zoo provides high school students an opportunity to increase and share their knowledge of animals, conservation and the environment while gaining valuable volunteer experience in a zoo setting. We are looking for responsible dedicated and enthusiastic youth to volunteer during the summer of 2016. Please read the following descriptions and requirements carefully before submitting your application.

Zoo Crew Will:

- Work in this section within the Education Department: Education and Close Encounters
 - Education
 - Talk with Zoo Guest about the animals in our collection
 - Educate Zoo Guests on a variety of animal, conservation and environmental issues
 - Close Encounters
 - Work with zoo staff to offer an exciting learning opportunity to Zoo Guests of all ages
 - Set up and help provide instructions
 - Help Zoo Staff guide Zoo Guests around zoo grounds while observing animals
 - Interact with Zoo Guests and Close Encounters participants of all ages in a FUN and EDUCATIONAL setting

Please Note: Zoo Crew DO NOT assist with animal care.

ELIGIBILITY

Zoo Crew must be at least 13 years old and no older than 17 by the first day of the Summer Zoo Crew Season-June 7, 2016

Time Requirement

Membership in the Zoo Crew requires a significant time commitment. Zoo crew participants are expected to serve a minimum of 16 hours during the summer season. Each shift is a minimum of 4 hours. Shifts to work will be scheduled Fridays, Saturdays and Sundays. During the months of June 10th, 2016- August 18th, 2016. Zoo Crew participants are required to attend the mandatory Parent/Guardian meeting which is 2 hours on Monday June 7th, 2016. For more information regarding the Parent/Guardian meeting, please see the section of this document entitled "Parent/Guardian Meeting."

Zoo Crew participants are asked to schedule their volunteer weeks around their summer family and school commitments. **A total of two (2) excused absences are allowed during the summer** provided the Volunteer Office receives prior notification of the absence. An excused absence includes circumstances such as illness, injury, death in the

family, etc. Zoo Crew upon discussion with the Volunteer Office may complete more hours than required if desired.

Application

Zoo Crew application are available for download at www.hemkerzoo.com beginning January 1, 2016. **Applications must be submitted on or before May 5th, 2016.**

Following a review of all applications, selected Applicants will be required to attend the Introduction/Interview meeting which will take place Monday June 7th, 2016.

Absence from the Introduction/Interview meeting without giving the Volunteer Office prior notice of your absence will result in automatic disqualification from the Zoo Crew application process.

Applicants selected for an interview will also be required to bring two (2) letters of recommendation with them to their interview. Letters of recommendation may be written by former or current teachers, school counselors, employers or other adult authority figures (e.g. scout leader, pastor etc.)

Do NOT ask a relative to write you a letter of recommendation. Letters of recommendation written by relatives **will not** be accepted and may result in your disqualification from consideration for the Zoo Crew. All letters of recommendation should be presented to Hemker Park & Zoo inside sealed envelopes with the Applicant's name clearly written on the front of each envelope.

Final team selections will be made in the end of May and successful Applicants will be notified via email if they have been selected for the Zoo Crew Program.

Training

Training session will be offered June 7th, 2016 from 6:00pm - 8:00pm to program participants. Zoo Crew members are **required to attend** this session. Zoo Crew **MUST** complete this mandatory training. This training will cover the basic topics and skills required for a Zoo Crew to be successful in their position. Example topics include zoo policies, volunteer procedures, and customer service and job functions. Absence from the mandatory trainings (for vacations, school commitments, etc.) is not allowed except in extreme extenuating circumstances (e.g. sudden illness, care accident, etc.) and only provided the Volunteer Office is notified of the extenuating circumstance in a timely manner (preferably before the training).

Please note: The inability to attend training or to properly notify the Volunteer Office of your extenuating circumstance, will result in your automatic dismissal from Zoo Crew.

Parent/Guardian Meeting

All Zoo Crew and their Parent(s)/Guardian(s) are **REQUIRED** to attend the Parent/Guardian meeting. The meeting will take place on Monday June 7th, 2016 from 6:00pm-8:00pm at Hemker Park & Zoo along with Zoo Crew participants. This meeting will cover program participation expectations and is an opportunity for Parents/Guardians to have their questions answered and to meet the Zoo Crew Supervisors. A reminder of this meeting will be given upon acceptance into the Zoo Guides Program.

Program Fee

The Zoo Crew requires a fee of \$10.00 to cover expenses including, but not limited to: a volunteer shirt, nametag, training materials and social activities. The Program Fee is due following acceptance to the Zoo Crew. Please **DO NOT** send a Program Fee with your application.

APPLICATIONS AVAILABLE ONLINE AT WWW.HEMKERZOO.COM

Questions? You may contact the Volunteer Office at: 320-836-2426

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