

Internship Position

Since 1926, Alexandria Zoological Park has shared the wonders of the natural world with generations of zoo-goers. From coastal marsh and wetlands to the upland hills, anyone can definitely see Louisiana from here. As a matter of fact one can also see a little of South America, Africa, Asia, and many other parts of the world within the acreage of the lush, tree-shaded Alexandria Zoo. Come explore a natural world filled with hoots, howls, and roars right in the heart of Central Louisiana.

This internship is ideal for students who are interested in volunteer management, non-profit management or associated career opportunities. The intern will work closely with the Volunteer Resources Manager to streamline onboarding, recruit new talent, train current non-staff in new assignments, and develop appreciation events for all volunteers and interns. This candidate will have excellent communication skills, enjoy working with people of all ages, and have a passion for community relations.

This is an unpaid internship. College credit is offered if desired; intern is responsible for obtaining necessary approvals from their university. The intern will be responsible for all transportation costs and personal health insurance. This internship will last six months to allow for the maximum learning experience of volunteer cycling. Interns commit to a minimum of 10 hours per week for a minimum of 260 hours over 26 weeks. Housing and transportation accommodations must be provided by the intern.

Responsibilities

Throughout the Volunteer Management internship, interns will:

- Assist in all volunteer training and onboarding
- Create regular volunteer updates to foster communication with all volunteers
- Serve as a point of contact for both adult and teen volunteers
- Learn how to use industry standard volunteer management systems
- Develop new volunteer opportunities
- Assist with volunteer retention and appreciation events
- Create volunteer schedules for all special events
- Work closely with area universities, colleges and businesses to recruit volunteers
- Foster partnership opportunities with local like-minded organizations

Internship Eligibility

- Must be at least 18 years of age
- Must possess unrestricted work authorization
- Must provide 10+ hours of work availability
- Must provide own transportation to/from work
- Must provide proof of tetanus within 10 years to begin internship

Required Education

- Must be enrolled as a sophomore or higher in an accredited college/university taking at least one class in the semester/quarter prior to participation in the internship program OR have recently graduated from an accredited college/university with a major in education, volunteer management, non-profit management, or other related humanities.

Required Qualifications

- Demonstrated computer proficiency with Microsoft Office or Mac
- Strong writing and research skills
- Proven experience with youth, large group management, communication, and public speaking skills.

- Physical demands include lifting and carrying upwards of 50 pounds and standing for long periods of time. Tasks regularly performed with some exposure to adverse environmental conditions, such as dirt, dust, odors, temperature and noise extremes, plants and animals.

Preferred Qualifications

- Experience providing excellent guest service to all age groups and demographics
- Established knowledge of volunteer management techniques, development & grant writing experience, and volunteer management databases such as Volgistics.

To Apply

Email your resume and unofficial/official transcripts to the Curator of Education at Zoo.Education@cityofalex.com with a paragraph stating why you would like to participate in this internship program.