

EXPLORING™

ALEXANDRIA ZOO POST 33

3016 Masonic Dr | Alexandria, LA 71301 | 318-441-6810



Teen Explorer Program Overview

Are you passionate about wildlife and conservation? Do you love animals and kids? Teen volunteers can gain valuable job skills while expanding their knowledge about animals and conservation.

Volunteer Opportunities

- Assist the Education team with programs, classes, and outreach.
- Make connections with zoo guests of all ages by sharing fun information on a variety of animals, conservation and environmental issues.
- Guide interactive stations that connect guests to conservation and motivate them to take action.
- Assist camp instructors with activities, refreshments, and clean up.
- Assist with zoo special events.
- Represent the zoo in a positive manner by maintaining a positive attitude and delivering exceptional guest service.
- Learn more about the Zoo, animals, and conservation.
- Assistance with animal care duties is determined on an individual basis and requires additional training and a minimum number of service hours.

Requirements

- Be 14 - 18 years of age and have completed the 8th grade
- Make a minimum of 1-year commitment
- Be reliable and punctual
- Be capable of working with minimal supervision
- Have a friendly, enthusiastic and outgoing personality to interact with guests of all ages
- Verbally communicate clearly and effectively with a variety of audience ages
- Be committed to providing excellent guest service
- Attend and complete the Volunteer Orientation /Training Sessions the last week in May
- June: Volunteer at least two full weeks, Monday – Friday (8:30 am – 4 pm)
- July: Volunteer at least one full week, Monday – Friday (8:30 am – 4 pm)
- August – May: Attend monthly Team Project Day (usually the 1st Saturday of each month)
- August – May: Volunteer at least 4 hours per month
- Comply with all Volunteer Policies, Procedures and Guests Service Standards

Additional Requirements Upon Acceptance to the Program

- Pay a \$60 program fee
- Provide proof of current tetanus immunization
- Provide proof of a negative TB test annually

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Application Process & Interview

Alexandria Zoo only accepts teen volunteers once per year, and only has a limited number of positions. It is important that we accept candidates who can commit to volunteering for the full year, June 2020 through May 2021. This is not a summer-only volunteer program. Please consider your priorities and extracurricular activities for the upcoming year before applying.

HOW TO APPLY:

All NEW applicants must complete the contents below and submit the completed packet to Volunteer Office by April 15. The Packet must contain:

- Completed application
- One-Page Essay
- Letter of recommendation #1* (must be included in packet)
- Letter of recommendation #2* (must be included in packet)
- Explorer Terms & Conditions
- Policy Form
- Have read dress code

* The letters of recommendation need to be from someone other than a family member.

INTERVIEWS

Applicants will be contacted to schedule an interview following the close of the application period.

There are a limited number of positions, so not all applicants can be accepted into the program. We hope that you will find the application and interview process valuable, even if you are not accepted. Final selections will be made and applicants will be notified in May 2020.

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First Name _____ Last Name _____

Email (REQUIRED) _____ Cell Phone _____

Age _____ DOB ____/____/____ Shirt Size S M L XL 2XL 3XL

School _____ Grade Completing in May 8 9 10 11 12

Home Address _____

City _____ State _____ Zip _____

Parent's Name _____ Ph _____ Email _____

What will be your means of transportation to and from the Zoo? _____

In Case of Emergency, Please Contact

Name _____

Name _____

Phone _____

Phone _____

Alternate Phone _____

Alternate Phone _____

Email _____

Email _____

Relationship _____

Relationship _____

MEDICAL INFO - PLEASE SHARE ANY MEDICAL OR HEALTH INFORMATION THAT WE SHOULD KNOW ABOUT YOUR TEEN. THIS INFORMATION WILL ONLY BE USED TO PROVIDE APPROPRIATE CARE TO YOUR TEEN IN CASE OF A MEDICAL EMERGENCY, AND DOES NOT AFFECT ACCEPTANCE INTO THE EXPLORER PROGRAM.

Family Physician Name _____ Phone _____

Please list any Allergies, Medical Conditions and Medications _____

Restricted Activities _____

By signing this application, I understand that teens may be volunteering outdoors in extreme weather conditions including, but not limited to, heat, humidity and cold.

Please describe two instances which show your ability to make and keep a commitment, or that show your level of responsibility.

What is your favorite animal in the Zoo? Why? _____

What kinds of volunteer opportunities interest you? CHECK ALL THAT APPLY.

- Working with peers (other teen volunteers) to create and lead conservation projects.
- Leading crafts, games, or other activities on Zoo grounds, with Zoo visitors of all ages.
- Assisting with educational programs for school-age children (age 4-14).
- Engaging guests in meaningful interactions about an animal's natural history, Alexandria Zoo's conservation efforts, and ways guests can help protect wildlife and wild places.
- Playing costume characters at public Zoo events.
- Helping create animal enrichment
- Other _____

What are your qualities? Please rate yourself on each of the following characteristics.

(5 means it REALLY describes you, 1 means it does not describe you.)

I am great with kids 5 (high) 4 3 2 1 (low)

I am an animal "geek" 5 (high) 4 3 2 1 (low)

I am a conservationist 5 (high) 4 3 2 1 (low)

I am comfortable being a leader 5 (high) 4 3 2 1 (low)

I love the outdoors 5 (high) 4 3 2 1 (low)

I am interested in science 5 (high) 4 3 2 1 (low)

I am comfortable talking to children I don't know 5 (high) 4 3 2 1 (low)

I am comfortable talking to adults I don't know 5 (high) 4 3 2 1 (low)

I am organized 5 (high) 4 3 2 1 (low)

I am willing to try new things 5 (high) 4 3 2 1 (low)

I am considering a science-related career 5 (high) 4 3 2 1 (low)

I like science 5 (high) 4 3 2 1 (low)

I will likely pursue a career related to science, technology, engineering, or math 5 4 3 2 1

I understand that:

- a. The information that I have provided may be verified, if necessary, by contacting persons or organizations in this application, or by contacting any person or organization that may have information concerning me with the exception of sealed records or information retained by juvenile court. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the Alexandria Zoo, City of Alexandria, Friends of the Alexandria Zoo, employees, and volunteer thereof.
- b. In signing this application, I have read the attached information and apply for registration with Alexandria Zoo. I agree to be guided by the rules and regulations of the Alexandria Zoo. I affirm that the information I have given on this form is true and correct.
- c. IN CASE OF EMERGENCY - I understand that when medically feasible, every effort will be made to contact the emergency contacts listed above. In the event neither parents nor emergency contacts can be reached, I understand that the teen volunteer will be taken to the nearest appropriate hospital for immediate care.

Volunteer Signature _____ Date _____ / _____ / _____

Parent/Guardian Signature _____ Date _____ / _____ / _____



Terms & Conditions

I UNDERSTAND AND CERTIFY THAT:

- The information given in this application is true and correct; and may be verified by contacting persons or organizations named in the application. I hereby release and agree to hold harmless from liability any person or organization that provides such.
- I voluntarily offer my services with a clear understanding that there will be no monetary compensation or promise of future employment with Alexandria Zoological Park, the City of Alexandria, or Friends of the Alexandria Zoo.
- I will adhere to the Alexandria Zoological Park and the Friends of the Alexandria Zoo volunteer policies and procedures.
- I will readily accept training and supervision from Zoo staff and Zoo volunteers.
- I will be courteous to all Zoo visitors.

CLAIMS RELEASE:

In consideration of the City of Alexandria (owners and operators of the Alexandria Zoological Park located in the city of Alexandria, Louisiana) granting the undersigned the privilege of working as a volunteer at Alexandria Zoological Park, and recognizing and acknowledging the dangers and hazards in such volunteer work, and acknowledging that the Zoological Park staff has informed the undersigned of such dangers and hazards, the undersigned (and the Parent/Legal Guardian of the undersigned, if under 18 years of age) hereby promise and agree to refrain from any and all claims, actions, cause of actions, of any type whatsoever arising out of such volunteer work directly or indirectly, that the undersigned may have, or in the future may have, against the said City of Alexandria, its employees, agents and servants, unless caused by the negligence or misconduct of one of said parties. Photos taken by the Zoological Park staff during any program or activity are property of the Zoological Park and may be used for public relations purposes related to the Zoological Park.

AGREEMENTS

TEEN VOLUNTEER APPLICANT

I understand that if I am accepted into the Explorer program I must:

- Attend and complete the Volunteer Orientation/Training Sessions the last week in May
- June: Volunteer at least two full weeks, Monday – Friday (8:30 am – 4 pm)
- July: Volunteer at least one full week, Monday – Friday (8:30 am – 4 pm)
- August – May: Attend monthly Team Project Day (usually the 1st Saturday of each month)
- August – May: Volunteer at least 4 hours per month
- Comply with all Volunteer Policies, Procedures and Guests Service Standards
- Keep these commitments for at least one full year
- I understand that I am responsible for knowing the times/dates of trainings and activities, and I am responsible for managing my time and other activities so that I can meet these requirements. I understand that if I do not fulfill the requirements of the Explorer program, I may be asked to leave the program.

PARENT/LEGAL GUARDIAN

I understand that my teen has applied for Alexandria Zoo's teen volunteer Explorer program. I understand that if accepted into this program, my teen will be required to:

- Attend and complete the Volunteer Orientation/Training Sessions the last week in May
- June: Volunteer at least two full weeks, Monday – Friday (8:30 am – 4 pm)
- July: Volunteer at least one full week, Monday – Friday (8:30 am – 4 pm)
- August – May: Attend monthly Team Project Day (usually the 1st Saturday of each month)
- August – May: Volunteer at least 4 hours per month
- Comply with all Volunteer Policies, Procedures and Guests Service Standards
- Keep these commitments for at least one full year
- Pay a \$60 program fee
- Provide proof of current tetanus immunization
- Provide proof of a negative TB test annually

SIGNATURES

Volunteer Signature _____ Date _____ / _____ / _____

Parent/Guardian Signature _____ Date _____ / _____ / _____

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Applicant's Name _____

Photo / Video Release

Alexandria Zoological Park documents programs for promotional use throughout the year. Photographs, video, and audio may be taken to be used in brochures, seasonal program guides, public event displays, department program videos, or other uses.

By signing I certify that Alexandria Zoological Park has my permission to photograph or videotape my child or myself while participating in various activities.

Volunteer Signature _____ Date ____ / ____ / ____

Parent/Guardian Signature _____ Date ____ / ____ / ____

Media & Confidentiality Policies

It is the policy of Alexandria Zoological Park that no photographs, videos or audio shall be taken behind the scenes by staff, volunteers, interns, temporary employees, or the general public, except through approval of the Zoo Director. This includes, but is not limited to, construction, animal restraint and captures, health care procedures, feeding animals, cleaning exhibits, etc.

As a volunteer at Alexandria Zoological Park one may be privileged to confidential information on a regular basis. It is the policy of Alexandria Zoological Park that no matters involving animal care, financials, or personnel issues be discussed on the internet (which includes but is not limited to emailing and instant messaging), by phone (texting or calling), social media, or any other type of media. It is the sole responsibility of the Zoo Director to handle such matters involving any form of media.

The Education staff will communicate changes in animal information (i.e. pregnancies, births, deaths, breeding status, etc.) to the volunteers. It is our responsibility to inform all volunteers which of this information is or is not public knowledge. If you have a question about the confidentiality of any information, please ask the Education Curator.

By signing I confirm that I have read and understand the above media and confidentiality policies, and I understand that non-adherence to these policies could result in disciplinary action or dismissal.

Volunteer Signature _____ Date ____ / ____ / ____

Parent/Guardian Signature _____ Date ____ / ____ / ____

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Volunteer Dress Code

- Must wear **volunteer shirt** (uniform) when on grounds performing volunteer service.
- No short shorts. **Shorts** must be khaki in color and no more than 4 inches above the knee.
- **Pants** can be khaki or blue jeans. No sagging pants, walking on hems of pants, no unraveling or strings hanging from the hem of pants.
- Close-toed **shoes** only; no flip flops, sandals, etc.
- Must wear **name tag** while on grounds performing your volunteer service.
- **Hair** – no extreme styles or colors.
- No piercings (except ears).

Recommendations

- **Hydration.** Bring a reusable water bottle.
- **Sun wise.** Apply sunscreen.
- **Insects.** Spray yourself with bug spray; bring an epi pen if necessary.