

ROGER WILLIAMS PARK ZOO AND RHODE ISLAND ZOOLOGICAL SOCIETY

# ANIMAL CARE INTERNSHIP APPLICATION

PEOPLE MAKE THE DIFFERENCE AT THE ZOO

**A COMPLETE APPLICATION INCLUDES THE FOLLOWING:**

*\*\*All parts of the application below must be received by the deadline. No exceptions.*

1. **Completion of this packet**
2. **One letter of recommendation from a non-relative**
3. **A one-page essay answering the following questions:**
  - Why are you interested in the internship?
  - What are your expectations for the internship?
  - What makes you qualified for this internship?
  - What skills can you bring to the Zoo?
4. **Copy of a negative TB test** (performed no more than 9 months before internship start date)

**Application Deadlines:** Fall - July 1<sup>st</sup>    Spring - December 1<sup>st</sup>    Summer – March 1<sup>st</sup>

**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)

**Please direct all questions to:**

*Andrea Crafton, Manager of Volunteer Resources*

[volunteer@rwpzoo.org](mailto:volunteer@rwpzoo.org) OR (401) 785-3510 x356

## Animal Care Internship Position Description

POSITION TITLE: Animal Care Internship  
CLASSIFICATION: Intern (unpaid)  
DEPARTMENT: Animal Care  
REPORTS TO: Animal Care Manager/Zoo Keepers/Manager of Volunteer Resources

### **Summary of Responsibilities:**

Interns participating in the Animal Care Internship are responsible for working directly with the Roger Williams Park Zoo animal care staff while rotating through each animal area. This internship is designed to educate people interested in careers with animals and in the field of conservation. This is a volunteer position. It is unpaid and there is no housing provided.

### **Essential Position Functions:**

1. Assist in the cleaning and maintenance of the animal holding areas, exhibits, pools and ponds, exhibit buildings, and zoo grounds associated with exhibits, including roads and paths within the perimeter fence of the animal areas. Service may also be required on exhibits and animals outside of zoo grounds (temporary exhibits, Hasbro Children's Hospital, etc.).
2. Assist in the preparation of animal diets.
3. Assist in the watering and feeding of the animals.
4. Assist in providing enrichment for the animals.
5. Conduct visual and, when appropriate, physical inspections of animals and exhibits.
6. Assist animal care staff in their daily routines.
7. When appropriate, be responsive to visitor inquiries.

### **Qualifications:**

1. Must be at least 18 years old and have completed high school. Age verification may be required.
2. Candidates should have completed at least two years of an undergraduate or graduate program related to wildlife management, conservation biology or a related science degree.
3. Applicants that have volunteer or paid experience with in zoological, veterinary, environmental or wildlife rehab facility are preferred.
4. Must have a recent negative TB test (applicant is responsible for any cost associated with the test).
5. Ability to pass a background check upon selection as an intern.
6. Ability to commit to 34 hours per week: Tuesday-Friday, 8am-4:30pm.
7. Arrive on time and stay for the entire shift.
8. Ability to commit to 11 weeks as an intern (specific dates TBD):
  - Fall: early September-late November
  - Spring: early February-late April
  - Summer: early June-late August
9. Attend an initial orientation prior to start of internship (specific dates TBD).
10. Ability to work independently.
11. Ability to follow all instructions, verbal and written.
12. Ability to walk on uneven surfaces, including stairs.
13. Ability to conduct visual inspections of animals and exhibit areas.
14. Ability to work outside, in all weather.
15. Effectively support the mission and priorities of Roger Williams Park Zoo.
16. Adhere to all policies described in the Roger Williams Park Zoo's Volunteer Handbook.
17. Must be flexible, positive, enthusiastic, approachable, and willing to learn.

### **Benefits:**

1. Free admission to Roger Williams Park Zoo for yourself for duration of the internship.
2. Practical, hands-on experience working with captive wildlife.
3. Good resume builder with potential opportunities for professional development and workshops.
4. Opportunity to earn credit for college (dependent on college requirements).

# 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.)

## ANIMAL CARE INTERNSHIP 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

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

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

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

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

Are you at least 18 years old? YES  NO

### Previous Employment/Internship/Volunteer Experience

From	To	Employer Name	Telephone( )
Position Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and position responsibilities	
From	To	Employer	Telephone( )
Position Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and position responsibilities	
From	To	Employer	Telephone( )
Position Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and position responsibilities	

(By providing the above information, you are authorizing RWPZ/RIZS to contact your former employers regarding your suitability for the internship.)

May we contact your present employer? \_\_\_\_ Yes \_\_\_\_ No

## Education

EDUCATION	School Name	#Yrs. Attended	Degree Received	Subjects Studied/Major
High School				
College or University				
Graduate 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 the internship.*

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

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

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

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

## Paper Interview Questions

1. Please describe your experience working with animals.

2. Which internship are you applying for? (circle one)      **Fall**                      **Spring**                      **Summer**

3. Are you seeking school credit for this internship? (circle one)      **Yes**                      **No**

*\*\*If you answered "yes" to question #3, please include with your application a copy of the requirements for credit and a letter from your advisor verifying that you will be receiving credit.*

## RIZS Smoke-Free Workplace

By Rhode Island law, smoking is prohibited in all enclosed facilities within places of work without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, vehicles, and all other enclosed facilities. All interns must abide by these smoking restrictions.

## 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 an intern. I authorize the investigation of all statements contained in this application in return for being considered for an internship position. I know that my completion of this application form does not mean that any internship positions are available. I acknowledge that RIZS has not made any promise that I will be accepted as an intern. I understand that RIZS has no obligation to offer me an internship position, and that I have no right or entitlement to an internship position. I understand that any offer of an internship 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 Animal Care Internship 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 an unpaid position. No payment or remuneration will be given in exchange for my service. I further certify that I am applying for this internship 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: \_\_\_\_\_