

ROGER WILLIAMS PARK ZOO AND RHODE ISLAND ZOOLOGICAL SOCIETY

SCHOOL PROGRAMS INTERNSHIP APPLICATION

PEOPLE MAKE THE DIFFERENCE AT THE ZOO

Please mail completed application along with a resumé and cover letter to:

*Manager of Volunteer Resources
Roger Williams Park Zoo
1000 Elmwood Avenue
Providence, RI 02907*

OR

Email to: volunteer@rwpzoo.org

Application Deadline:

Rolling Deadline

Please direct all questions to:

Andrea Stein, Manager of School Programs
astein@rwpzoo.org OR (401) 785-3510 x359

School Programs Internship

Position Description

POSITION TITLE: School Programs Internship
CLASSIFICATION: Intern (unpaid)
DEPARTMENT: Education
REPORTS TO: Manager of School Programs

Summary of Responsibilities:

The School Programs Internship is designed for people interested in informal science education. School Programs Interns are supervised and mentored by School Programs staff. Under the direct guidance of the School Programs staff, interns will learn how to promote a positive learning environment for students involved in the Zoo's afterschool programs. Through the observation of School Programs Staff, mentorship of a School Programs Specialist and development and implementation of a lesson, interns will learn the skills necessary to pursue a career in the informal science education field. This is a volunteer position. It is unpaid and there is no housing provided.

Essential Position Functions:

1. Operating under the close supervision of School Programs staff members, interns will learn and be evaluated on how to assist with preparation, implementation and facilitation of programs that promote environmental education and are aligned to school standards.
2. Under the guidance of the School Programs mentor, develop and implement a lesson for an afterschool program.
3. Learn how to build and maintain a professional rapport with the students involved in Zoo programs while maintaining a safe, positive environment.
4. Participate in weekly check-ins with School Programs mentor which will include reflection and feedback.

Qualifications:

1. Must be at least 18 years old. Age verification may be required due to monitored supervision and teaching of minor children.
2. Completion of at least one year of related college-level coursework or demonstrate relevant experience.
3. Must demonstrate willingness to learn about preparation, implementation and facilitation of programs that promote environmental education.
4. Ability to:
 - pass a background check upon selection as an intern,
 - commit to two afternoons a week for a minimum of 12 weeks,
 - work independently, as well as part of a team,
 - follow all instructions, verbal and written.
5. Effectively support the mission and priorities of Roger Williams Park Zoo.
6. Adhere to all policies described in the Roger Williams Park Zoo's Volunteer Handbook.
7. Experience working with youth preferred.

Benefits:

1. Free admission to Roger Williams Park Zoo for yourself for the duration of the internship.
2. Good resume builder with potential opportunities for professional development.
3. Opportunities to learn from experienced zoo staff who are dedicated, motivated and socially-conscious.
4. Opportunity to earn credit for college (dependent on college requirements).
5. Opportunity to work with students of all ages with diverse backgrounds and learning abilities.

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.)

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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

****Please submit a separate page with your application answering questions 1-6)****

1. How did you learn about the School Programs Internship?
2. Why are you interested in the internship?
3. What are your expectations for the internship?
4. What skills or talents that you have make you a good candidate for the internship?
5. Do you have experience working with children in an educational or recreational setting? If yes, please explain.
6. Are you seeking school credit for this internship? (circle one) **Yes** **No**

***If you answered "yes" to question #6, 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 School Programs 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: _____