

ROGER WILLIAMS PARK ZOO AND RHODE ISLAND ZOOLOGICAL SOCIETY

# AMERICAN BURYING BEETLE VOLUNTEER APPLICATION

PEOPLE MAKE THE DIFFERENCE AT THE ZOO

**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)

**Application Deadline:** December 31<sup>st</sup>

**Please direct all questions to:**

*Tim French, Deputy Director of Animal Programs*

[tfrench@rwpzoo.org](mailto:tfrench@rwpzoo.org) OR (401) 785-3510 x151

# American Burying Beetle Volunteer Position

## Description

POSITION TITLE: American Burying Beetle Volunteer

CLASSIFICATION: Volunteer

DEPARTMENT: Conservation

REPORTS TO: Director of Conservation Programs/ Deputy Director of Animal Programs/  
Manager of Volunteer Resources

DUES: \$20 to background check, and onboarding process

COMMITMENT: 40 hours and/or 6 months of volunteerism

### **Summary of Responsibilities:**

American burying beetle volunteers will work under the direct supervision of the Roger Williams Park Zoo Director of Conservation Programs. This is a unique opportunity to participate directly in an endangered species recovery program. Volunteers will assist the Director of Conservation Programs with the American Burying Beetle captive breeding population.

### **Essential Position Functions:**

1. Assist in the cleaning and maintenance of the American burying beetle colony.
2. As directed, set up and maintenance of breeding pairs of American burying beetles.
3. Assist with maintenance of feeder insect colonies.
4. Conduct visual and, when directed, physical inspections of the American burying beetle colony and active reproductive pairs.
5. Assist conservation staff with record keeping.
6. Assist conservation staff in conducting and analyzing research.
7. Assist conservation staff with sample and data collection.

### **Qualifications:**

1. 18 years or older and completion of minimum one year of college-level biological science coursework.
2. Ability to work independently.
3. Ability to follow all instructions, verbal and written.
4. Adhere to ethical and confidentiality codes.
5. Ability to lift a minimum of 50 pounds.
6. Ability to conduct visual inspections of animals and facilities with high level of attention to detail.
7. Ability to pass a criminal background check upon selection.
8. Ability to make a weekly time commitment for a minimum of 6 consecutive months.
9. Effectively support the mission and priorities of Roger Williams Park Zoo.
10. *Understand the importance of working with a SSP species, and the detail and care necessary to the conservation project's success.*
11. Adhere to all policies described in the Roger Williams Park Zoo's Volunteer Handbook.

### **Benefits:**

1. Eight free passes per year to Roger Williams Park Zoo for your friends and family.
2. Practical hands on experience in the field of endangered species conservation.
3. Good resume builder.
4. Tremendous learning opportunity under the tutelage and mentorship of leaders in the field.

# 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.)

## AMERICAN BURYING BEETLE VOLUNTEER 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 volunteer program at RWPZ? \_\_\_\_\_

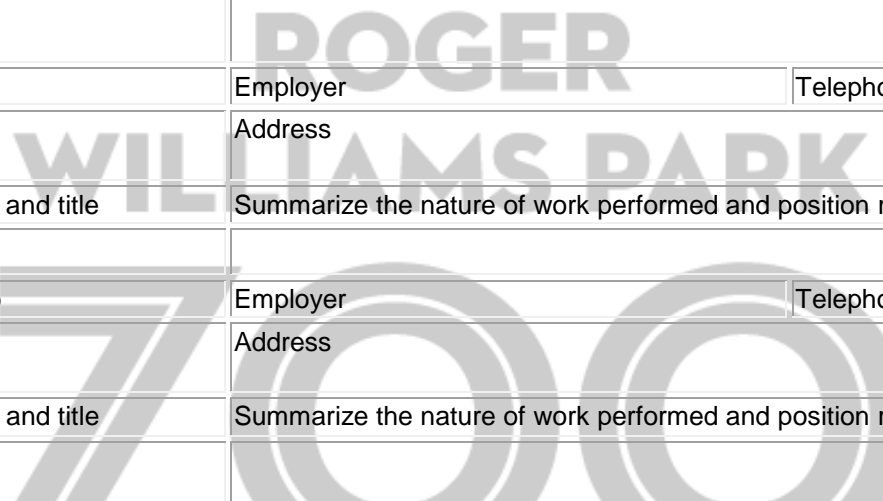
Are you legally prohibited from performing volunteer work of this nature in the U.S.? YES NO

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

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

Are you at least 18 years old? YES NO

### Previous Employment/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 volunteer work.)

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 volunteer work.*

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

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

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

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

## Paper Interview Questions

**\*\*Please submit a cover letter with your application answering the following questions\*\***

1. Why do you want to volunteer with the American Burying Beetle Species at Roger Williams Park Zoo?
2. Please describe your volunteer/work experience with animals and/or in the field of conservation.

## Schedule Availability

**What days do you anticipate being available? Please note that flexibility is important in a candidate for the American Burying Beetle conservation program.**

**Monday**  am  pm

**Tuesday**  am  pm

**Wednesday**  am  pm

**Thursday**  am  pm

**Friday**  am  pm

**Saturday**  am  pm

**Sunday**  am  pm

**Evening Events**  yes  no

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