

ROGER WILLIAMS PARK ZOO AND RHODE ISLAND ZOOLOGICAL SOCIETY

CONSERVATION ENGAGEMENT 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 resumé**
4. **A cover letter answering the following questions:**
 - Please describe your experience working with community engagement initiatives, informal education, events, and/or communications.
 - Please describe any leadership roles you have taken at school or in the community.
 - What environmental or conservation issues are you most passionate about, and why?

Application Deadline: March 8th

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

Please direct all questions to:

Jen Karow, Manager of Family Programs
jkarow@rwpzoo.org OR (401) 785-3510 x356

Conservation Engagement Internship Position Description

POSITION TITLE: Conservation Engagement Internship
CLASSIFICATION: Intern (unpaid)
DEPARTMENT: Education/Conservation
REPORTS TO: Mgr. of Family Programs/Dir. of Conservation/Mgr. of Vol. Resources

Summary of Responsibilities:

Under the direction of RWPZ Manager of Family Programs and Director of Conservation, the Conservation Engagement Intern will support efforts to develop RWPZ staff, guests, and community members into active champions for wild animals and wild places. Specifically, the Conservation Engagement Intern will support two flagship community engagement initiatives; FrogWatch and a new family activism campaign (name TBD), through communications, training facilitation, social media, e-mail, community-building, data collection, and event support. In addition to contributions to the afore mentioned programs, Conservation Engagement interns will have the opportunity to be involved with and learn from additional conservation engagement projects at the Zoo. This internship is designed to for people interested in careers working in the fields of informal education, community engagement, events, marketing, and conservation. This is a volunteer position. It is unpaid and there is no housing provided.

Essential Position Functions:

1. Support program recruitment efforts. Tools include digital platforms, written communications, infographics, formal and informal group presentations.
2. Assist Manager of Family Programs and Director of Conservation in the facilitation of conservation engagement programs. This will include:
 - Preparation of materials.
 - Set-up and break-down of classrooms and AV equipment.
 - Enthusiastically interacting with program participants.
 - Co-facilitation of interactive activities.
3. Build and maintain a good rapport with conservation engagement program participants. This will include:
 - Timely follow-up with participants to support conservation actions
 - Proactive and responsive communication
 - Maintaining and updating program Facebook pages.
 - Attendance at community events.
 - Exploring opportunities to foster community, excitement, and investment in engagement initiative participants.
4. Assist with the planning & execution of celebration events to recognize contributions of program participants.
5. Undertake data entry and analysis for FrogWatch using Excel and web-based data systems.
6. Create year-end reports of community engagement initiative activities.
7. Work with Manager of Family Programs and Director of Conservation to select an opportunity to get involved with other community engagement initiatives at RWPZ.

Qualifications:

1. Must be at least 18 years old. Age verification may be required.
2. Must have completed at least one year of college-level coursework.
3. Ability to pass a background check upon selection as an intern.
4. Ability to commit to contributing on average 15-20 hours a week March 1st-October 1st as an intern.
5. Ability to commit to the following scheduled program dates:
 - FrogWatch: Sunday, March 31 1 pm – 3:30pm
 - FrogWatch: Saturday, April 6 1 pm – 3:30 pm
 - Family Rally: Sunday, April 7 Time TBD
6. Extremely strong verbal and written communication skills.
7. Demonstrated leadership ability with aptitude for motivating and mobilizing individuals.
8. Ability to work both as a team and independently, self-motivate, organize, and manage time.
9. Ability to follow all instructions, verbal and written.
10. Ability to walk on uneven surfaces, including stairs.
11. Proficiency in Microsoft Office (primarily Excel, Word, and Outlook).
12. Effectively support the mission and priorities of Roger Williams Park Zoo.
13. Adhere to all policies described in the Roger Williams Park Zoo's Volunteer Handbook.
14. Must be flexible and willing to learn.
15. Applicants that have volunteer or paid experience with community engagement initiatives, informal education, events, and/or communications are preferred.

Benefits:

1. Free admission to Roger Williams Park Zoo for yourself for duration of the internship.
2. Practical, hands-on experience.
3. Good resume builder with potential opportunities for professional development and workshops.
4. Training in communication skills, community-building, & the role of the conservation department within a zoo setting.
5. Opportunities to learn from experienced zoo staff.
6. Opportunity to earn credit for college (dependent on college requirements).

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: () _____

Application Questions

****Please answer the following questions in your cover letter**

1. Please describe your experience working with community engagement initiatives, informal education, events, and/or communications.
2. Please describe any leadership roles you have taken at school or in the community.
3. What environmental or conservation issues are you most passionate about, and why?
4. Are you seeking school credit for this internship? (circle one) **Yes** **No**

***If you answered "yes" to question #4, 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 Conservation Engagement 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: _____