

ROGER WILLIAMS PARK ZOO AND RHODE ISLAND ZOOLOGICAL SOCIETY

# CONSERVATION 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:**
  - 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?
5. **Copy of a negative TB test** (performed no more than 4 months before internship start date)

**Application Deadline:** January 15<sup>th</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

# Conservation Internship Position Description

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

## **Summary of Responsibilities:**

Conservation interns will have the opportunity to learn and participate in conservation efforts of Frog Watch and American Burying Beetle conservation at Roger Williams Park Zoo with the mentorship of Conservation Director and Manager of Family Programs. This internship is designed to educate people interested in careers working in the fields of conservation, research, and citizen science. *The 2018 Conservation Intern will have the unique opportunity to accompany the Director of Conservation on the first American Burying Beetle release on Nantucket since 2006.* This is a volunteer position. It is unpaid and there is no housing provided.

## **Essential Position Functions:**

1. Assist conservation staff with data entry and analysis for Frog Watch and American Burying Beetle Project using Excel and web-based data systems.
2. Assist in the cleaning, maintenance, and care of American Burying Beetle colony.
3. Assist Director of Conservation and Manager of Family Programs in the facilitation of two FrogWatch trainings. This will include:
  - Preparation of training materials.
  - Set-up and break-down of classroom and AV equipment.
  - Co-facilitation of interactive training activities.
  - Grading of frog call tests.
  - Follow-up with training participants regarding test scores and next steps.
4. Build and maintain a good rapport with FrogWatchers. This will include:
  - Proactive communication through email and newsletters.
  - Maintaining and updating the FrogWatch Facebook page.
  - Answering questions from FrogWatchers.
  - Assisting FrogWatchers in choosing sites to monitor.
5. Create a year-end report of FrogWatch trainings and citizen science activity.
6. Explore opportunities for appreciation of FrogWatchers (i.e. events, certificates, awards, etc.)
7. Participate in unique research objectives on an as needed basis, as determined by the Director of Conservation.

## **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. Must have a recent negative TB test performed no more than 4 months before internship start date.
4. Ability to pass a background check upon selection as an intern.
5. Ability to commit to contributing on average 15-20 hours a week February 1<sup>st</sup>-October 1<sup>st</sup> as an intern.
6. Ability to commit to 2 FrogWatch Trainings: Sunday, March 4 1:00pm – 3:30pm & Saturday, March 10: 1:30pm – 4:00pm
7. Applicants that have volunteer or paid experience with in zoological, environmental, conservation or wildlife rehab facility are preferred.
8. Extremely strong communication skills-in writing and conservation.
9. Demonstrated leadership ability with aptitude for motivating and mobilizing individuals.
10. Ability to work independently, self-motivate, organize, and manage time.
11. Ability to follow all instructions, verbal and written.
12. Ability to learn frog and toad species of Rhode Island by sight and breeding call.
13. Ability to learn some Rhode Island natural history and state geography.
14. Ability to walk on uneven surfaces, including stairs.
15. Ability to conduct visual inspections of animals and holding areas.
16. Proficiency in Microsoft Office (primarily Excel, Word, and Outlook).
17. Effectively support the mission and priorities of Roger Williams Park Zoo.
18. Adhere to all policies described in the Roger Williams Park Zoo's Volunteer Handbook.
19. Must be flexible 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 in the field of conservation.
3. Good resume builder with potential opportunities for professional development and workshops.
4. Training in communication skills, community-building, and 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).

# 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.)

## CONSERVATION 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 in the fields of conservation or citizen science.

2. Please describe any leadership roles you have taken at school or in the community.

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 Conservation 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: \_\_\_\_\_