

ROGER WILLIAMS PARK ZOO AND RHODE ISLAND ZOOLOGICAL SOCIETY

# OUR BIG BACKYARD INTERNSHIP 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 Deadlines:**

Fall - July 1<sup>st</sup>    Spring - December 1<sup>st</sup>    Summer – June 1<sup>st</sup>

**Please direct all questions to:**

*Sam Polon, Our Big Backyard Program Manager*  
[spolon@rwpzoo.org](mailto:spolon@rwpzoo.org) OR (401) 785-3510 x353

# Our Big Backyard Internship

## Position Description

POSITION TITLE: Our Big Backyard Internship  
CLASSIFICATION: Intern (unpaid)  
DEPARTMENT: Education  
REPORTS TO: Our Big Backyard Program Manager/Mgr. of Volunteer Resources

### **Summary of Responsibilities:**

Interns participating in the Our Big Backyard Internship are valued members of the Our Big Backyard exhibit team. Our Big Backyard is a space dedicated to encouraging free play and nature exploration in young children. Interns are primarily responsible for conducting visitor studies, as well as observing and facilitating children's play experiences within the exhibit space. This is a volunteer position. It is unpaid and there is no housing provided.

### **Essential Position Functions:**

1. Help maintain volunteer resources.
2. Conduct visitor observations and administer visitor questionnaires using pre-developed study tools.
3. Work with the Our Big Backyard staff to develop new surveys and observation methods for looking at how children play.
4. Create a document summarizing your findings collected from the visitor studies by the end of the internship.
5. Deliver developmentally appropriate play-based activities and monitor Play Stations:
  - Indoor: Nature Swap (requires computer use) and Activity Room.
  - Outdoor: Drip Drop Water Play Station, Creativity Play Station, Sticks and Stones Building Station, Beyond the Fence Play Area, and the Treehouse.
6. Communicate and liaison with staff, volunteers, and zoo patrons.
7. Assist in the supervision, safety, and welfare of children and zoo patrons.

### **Qualifications:**

1. Must be at least 18 years old and have completed high school. Age verification may be required.
2. Ability to pass a background check upon selection as an intern.
3. Strong interest in working with children and families in an informal setting.
4. Ability to commit to 8-24 hours per week (specific days are flexible).
5. Ability to commit to at least 10 weeks as an intern (specific dates are flexible):
  - Fall: early September-late November
  - Spring: early March-late May
  - Summer: early June-late August
6. Arrive on time and stay for the entire shift (unless you have supervisory approval to the contrary).
7. Attend an initial training prior to start of internship (specific dates TBD).
8. Ability to work independently, as well as part of a team.
9. Ability to follow all instructions, verbal and written.
10. Ability to work outside, in all weather.
11. Effectively support the mission and priorities of Roger Williams Park Zoo.
12. Adhere to all policies described in the Roger Williams Park Zoo's Volunteer Handbook.
13. 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. Good resume builder with potential opportunities for professional development.
3. 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.)

## OUR BIG BACKYARD 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

**\*\*Please submit a separate page with your application answering questions 1-4)\*\***

1. How did you learn about the Our Big Backyard Internship?
2. Why are you interested in the internship?
3. What are your expectations for the internship?
4. What makes you qualified for this internship?
5. Which internship are you applying for? (circle one)      **Fall**                      **Spring**                      **Summer**
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 Our Big Backyard 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: \_\_\_\_\_