

ROGER WILLIAMS PARK ZOO AND RHODE ISLAND ZOOLOGICAL
SOCIETY

INTERPRETATION INTERNSHIP APPLICATION

PEOPLE MAKE THE DIFFERENCE AT THE ZOO

Please mail completed application along with a resumé to:

Manager of Volunteer Resources

Roger Williams Park Zoo

1000 Elmwood Avenue

Providence, RI 02907

OR

Email completed application to: volunteer@rwpzoo.org

Application Deadlines:

Fall – October 31st

Spring – Not currently recruiting

Summer – Not currently recruiting

Please direct all questions to:

Leigh Picard, Manager of Interpretation and Graphics

leighpicard@rwpzoo.org OR (401) 785-3510 x326

Interpretation Internship

Position Description

POSTION TITLE: Interpretation Internship
CLASSIFICATION: Intern (unpaid)
DEPARTMENT: Education
REPORTS TO: Manager of Interpretation and Graphics/Mgr. of Volunteer Resources

Summary of Responsibilities:

Interpretation Interns are primarily responsible for assisting with the development, implementation, and analysis of studies conducted with RWPZ visitors. Supporting the Interpretation team within the Zoo's Education Department, interns will learn valuable skills in the zoo field related to visitor studies, interpretation techniques, and working within a small team environment. This is a volunteer position. It is unpaid and there is no housing provided.

Essential Position Functions:

1. Conduct visitor observations and administer visitor questionnaires using pre-developed study tools.
2. Support the Interpretation staff to develop new surveys and observation methods for evaluating visitor experiences at the Zoo.
3. Compile, code, and interpret data from questionnaires.
4. Be involved in occasional opportunities for the development of interpretation plans for exhibits and on-grounds programs, such as Wild Bunch shows, and activities for Wild Bunch, Docents, and Jr. Docents.
5. Assist the Interp team in developing training and evaluation tools for Docents, Jr. Docents, and Wild Bunch.
6. Assist in the cataloging of the biofact collection.
7. Assist the Interp team in optimizing the Zoo's library resources.
8. Communicate and liaison with staff, volunteers, 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. Ability to commit to 5-10 hours per week (specific days are flexible).
4. Ability to commit to at least 10 weeks as an intern (specific dates are flexible):
 - Fall: November-January
 - Spring: early March-late May (not currently recruiting)
 - Summer: early June-late August (not currently recruiting)
5. Attend an initial training prior to start of internship (specific dates TBD).
6. Strong customer service, written communication, and verbal communication skills.
7. Ability to work independently, as well as part of a team.
8. Ability to follow all instructions, verbal and written.
9. Ability to work outside, in all weather.
10. Effectively support the mission and priorities of Roger Williams Park Zoo.
11. Adhere to all policies described in the Roger Williams Park Zoo's Volunteer Handbook.
12. Must be flexible 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. Training in communication skills, visitor studies, and interpretation techniques.
4. Opportunities to learn from experienced zoo staff.
5. 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.)

INTERPRETATION 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 Interpretation Internship?
2. Why are you interested in the internship?
3. What are your expectations for the internship?
4. What skills do you have that you feel would benefit the Interpretive team?
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 Interpretation 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: _____