

ROGER WILLIAMS PARK ZOO AND RHODE ISLAND ZOOLOGICAL SOCIETY

SPECIAL EVENTS SURVEY INTERN 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. **A resumé**
3. **A cover letter answering the following questions:**
 - Why are you interested in applying for this internship?
 - What kind of information do you think is helpful to collect when it comes to special events and volunteering?
 - Are you seeking school credit for this internship?

Application Deadline: July 20th

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:

Andrea Crafton, Manager of Volunteer Resources

volunteer@rwpzoo.org OR (401) 785-3510 x356

Special Events Survey Internship Position Description

POSITION TITLE: Special Events Data Internship
CLASSIFICATION: Intern (unpaid)
DEPARTMENT: HR/Development/ All other applicable departments
REPORTS TO: Manager of Volunteer Resources/ Senior Management

Summary of Responsibilities:

The Special Event Survey Intern is responsible for creating and executing visitor and volunteer surveys for Zoobilee and Brew at the Zoo in coordination of Roger Williams Park Zoo senior management and event captains. Interns will practice and build skills when it comes to collecting and analyzing data and surveying populations. This internship is designed to be an introduction to special events and fundraising at non-profit, and to better understand how these events are executed successfully. This is a volunteer position. It is unpaid and there is no housing provided.

Essential Position Functions:

1. Explore content and data that would be useful to collect with event captains and senior management.
2. Develop survey content based on meetings with event management team.
3. Implement the survey for event visitors and volunteers.
4. Create a final report of events with data received through the surveys.
5. Explore opportunities for ways of improving future events based on final report and feedback.

Qualifications:

1. Must be at least 21 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 2 months as an intern (June-August)
5. Ability to attend events and set up for both Zoobilee (dependent on start of internship) June 29th and June 30th (all day) and Brew at the Zoo (mandatory) August 24th and 25th (all day).
6. Extremely strong communication skills-in writing and conversation.
7. Ability to work independently, self-motivate, organize, and manage time.
8. Ability to follow all instructions, verbal and written.
9. Ability to walk on uneven surfaces, including stairs.
10. Proficiency in Microsoft Office (primarily Excel, Word, and Outlook).
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 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 development and data analysis.
3. Good resume builder with potential opportunities for professional development and workshops.
4. Opportunities to learn from experienced zoo staff.
5. Opportunity to earn credit for college (dependent on college requirements).

ROGER
WILLIAMS PARK
ZOO

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.)

SPECIAL EVENTS SURVEY 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 21 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. Why are you interested in applying for this internship?

2. What kind of information do you think is helpful to collect when it comes to special events and volunteering?

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 Special Events Survey 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: _____