

ROGER WILLIAMS PARK ZOO AND RHODE ISLAND ZOOLOGICAL SOCIETY

# ZOO CREW COUNSELOR IN TRAINING (CIT) VOLUNTEER 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.*

- Completion of Paper Application (2 pages)
- Typed ZooCamp Lesson Plan
- ZooCamp Availability Sheet
- Parent Permission Slip

**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 Deadline:** January 21<sup>st</sup>

**Please direct all questions to:**

*Courtney Gilpin, ZooCamp Director  
[cgilpin@rwpzoo.org](mailto:cgilpin@rwpzoo.org) OR (401) 785-3510 x394*

# Zoo Crew CIT Volunteer Position Description

POSTION TITLE:	Zoo Crew Counselor in Training (CIT)
CLASSIFICATION:	Volunteer
DEPARTMENT:	Education
REPORTS TO:	ZooCamp Director, ZooCamp Counselors
DUES:	\$30 annual fee to cover ID badge, t-shirt, and appreciation events
COMMITMENT:	4 weeks of summer ZooCamp, plus one week of either Winter (2/19-2/23) or Spring (4/16-4/20) ZooCamp as a working interview (if unavailable for both Winter and Spring Camp, see "ZooCamp Availability" page for information about a possible third option)

## **Summary of Responsibilities:**

CITs are teen volunteers within our Zoo Crew program. CITs will assist in the ZooCamp experience and help maintain a safe, fun environment for campers (ages 4-10) by encouraging participation, modeling ZooCamp expectations and assisting campers with skills during activities or crafts; CITs will be supervised by ZooCamp staff while working as part of the ZooCamp team, and will gain extensive experience in the organization of camp programs, teamwork, leadership, public speaking, and group management.

## **Essential Position Functions:**

1. Enthusiastically greet ZooCampers and their families at the start of each day.
2. Assist campers in finding and using their cubbies and in acclimating to the ZooCamp environment.
3. Encourage campers to participate in morning games and daily camp activities.
4. Model ZooCamp expectations for campers to encourage safe and respectful behavior.
5. Help foster a love of nature and learning in campers through maintaining an enthusiastic, positive attitude.
6. Help create and maintain a safe, welcoming, fun environment for ZooCampers, utilizing tools such as songs and group games when appropriate.
7. Facilitate a variety of Play Pod activities for campers during the lunch period.
8. Assist ZooCamp staff in maintaining camper safety while out on Zoo grounds, such as during a tour on when walking to Gate 2 for check-out.
9. Remain with campers and ZooCamp staff during the day.
10. Be present for both AM and PM meetings as well as occasional team building events on evenings or weekends.
11. Help ensure camp runs smoothly and efficiently by assisting with any related tasks, administrative or otherwise, as directed by ZooCamp counselors, Junior Counselors, Assistant ZooCamp Director or ZooCamp Director.

## **Qualifications:**

1. Must be a student in the 7<sup>th</sup>-12<sup>th</sup> grade. Age verification may be required.
  - a. Upon turning 18 years old, CITs will age out of the program.
2. Must commit to at least four full weeks of summer ZooCamp, Monday-Friday, 8:00am-4:30pm (5:00pm on Fridays).
3. Must commit to volunteering during either Winter Camp (2/19-2/23) or Spring Camp (4/16-4/20) as a working interview. If you are unavailable for both Winter and Spring Camp, see "ZooCamp Availability" page for information about a possible third option.
4. Must commit to two mandatory ZooCamp Counselor and CIT meetings on *Monday May 14<sup>th</sup>, 2018 from 5:30pm – 8:30pm* and *Sunday June 3<sup>rd</sup>, 2018 from 1pm – 5:30pm*
5. Arrive on time and stay for the entire shift.
6. Must have reliable transportation to and from the Zoo.
7. Enjoy working with children of all ages.
8. Interest in conservation and the natural world.
9. Ability to work well with others, as well as independently.
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, positive, enthusiastic, approachable, and willing to learn.

## **Benefits:**

1. Free year-round admission to Roger Williams Park Zoo for yourself.
2. Eight free passes per year to Roger Williams Park Zoo for your friends and family.
3. Good resume builder with potential opportunities for professional development.
4. Community service hours for school, sports teams, etc.
5. Meeting new people in a fun environment.

# 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.)

## ZOO CREW CIT VOLUNTEER 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

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Cell Phone: \_\_\_\_\_

Parent/Guardian E-mail Address: \_\_\_\_\_

How did you hear about the volunteer program at RWPZ? \_\_\_\_\_

Are you legally prohibited from performing volunteer work of this nature in the U.S.? YES  NO

Have you worked/volunteered for this organization in the past? YES  NO  If yes, when and in what capacity? \_\_\_\_\_

Have you ever applied to work or volunteer for this organization in the past? YES  NO  If yes, when? \_\_\_\_\_

Are you a student in the 7<sup>th</sup>-12<sup>th</sup> grade? YES  NO  Date of birth: \_\_\_\_\_

Do you have reliable transportation to bring you to and from the Zoo? YES  NO

### Education

EDUCATION	School Name	#Yrs. Attended	Graduation Year
Middle School/Jr. High			
High 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 volunteer work.*

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 the following questions\*\***

1. Why do you want to volunteer as a Zoo Crew CIT at Roger Williams Park Zoo?
2. Please describe your previous camp experience (if any, including but not limited to ZooCamp).
3. Please briefly describe any experiences or skills you have that would be useful as a CIT.
4. What do you think are the most important characteristics of a CIT?
5. Is there anything else you would like to tell us as to why you would be a great CIT?

## 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 a volunteer. I authorize the investigation of all statements contained in this application in return for being considered for a volunteer position. I know that my completion of this application form does not mean that any volunteer positions are available. I acknowledge that RIZS has not made any promise that I will be accepted as a volunteer. I understand that RIZS has no obligation to offer me a volunteer position, and that I have no right or entitlement to a volunteer position. I understand that any offer of a volunteer 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 Zoo Crew Counselor in Training 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 a volunteer position. No payment or remuneration will be given in exchange for volunteer service. I further certify that I am applying for this volunteer 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: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **NEXT STEPS:**

After we have received your completed application, you will be contacted by email for a group interview with zoo staff. At your group interview it will be decided whether or not you will advance to a working interview. Applicants will be notified within two weeks of their working interview if they have been accepted into the program. There are limited positions available and competition is often high. If you are not accepted this year we hope that you will apply again in following years.

# YOUR MISSION:

## ***Design a ZooCamp Lesson***

*Must be completed by the applicant*

Show us your creativity and skills by designing an hour long lesson for children 6-10 years old on a topic of your choice. Please attach your typed lesson plan to your application. You may use the example outline and tips below to help you.

**Note:** Applications without an attached original lesson will not be considered for an interview.

### **Example Outline**

- Title:** *[Keep titles short and fun to spark the interest of campers]*
- Age:** 6-10 year old ZooCampers
- Time required:** One hour
- Objective:** *[What is the goal of your lesson? What do you hope the campers will learn?]*
- Area of the Zoo:** *[Do you want to include a trip to an exhibit? Why?]*
- Activity Idea:** *[Your lesson will be more effective if you use activities. Be sure to explain why you have included the activity.]*
- Craft Idea:** *[Include a craft for the campers to do based on the topic, be original!!]*
- Materials Needed:** *[What supplies might you need? For the craft? Activity? To illustrate your point? Other materials?]*
- Background Info:** *[Include at least one page of information on the topic so that other C.I.Ts or counselors could teach your lesson in your absence]*

***Have fun with it!***

# ZOOCAMP AVAILABILITY

Name: \_\_\_\_\_

Please **mark all times and weeks** that you anticipate being available (we understand that schedules change but please try to provide us with your best estimation).

## Working Interview

**Remember:** All CITs are required to assist with either Winter or Spring Camp as a working interview if advanced from preliminary interview rounds. This will allow us to observe you with the campers, counselors and other CITs. It will also provide you with a sneak peek of what the summer holds and allow you to ask questions.

Please indicate which camp you are available for. If you are available for both, please mark both.

**\*\*CIT hours for camp are 8 AM – 4:30 PM M-Th, and 8 AM – 5:00 PM Fridays\*\***

Winter Camp            2/19 – 2/23            \_\_\_\_\_  
Spring Camp            4/16 – 4/20            \_\_\_\_\_

**\*\*If you are unavailable for BOTH Winter and Spring Camp, please complete this application and contact the ZooCamp Director by phone at 401-785-3510 x394 by September 25<sup>th</sup> for more information about a possible Fall option.**

## Training

All individuals selected for the CIT program must attend **two** mandatory ZooCamp Counselor & CIT meetings on Monday, May 14<sup>th</sup> 2018 from 5:30 PM – 8:30 PM and Sunday, June 3<sup>th</sup> 2018 from 1 PM – 5:30 PM. Are you available to attend these meetings?

Yes            \_\_\_\_\_  
No            \_\_\_\_\_

## Summer Camp

All CITs are required to work **four weeks** of the summer.

Please mark **all** weeks that you anticipate being available, even if it is more than four.

**\*\*CIT hours for camp are 8 AM – 4:30 PM M-Th and 8 AM – 5:00 PM Fridays\*\***

Week 1            6/18 – 6/22            \_\_\_\_\_  
Week 2            6/25 – 6/29            \_\_\_\_\_  
Week 3            7/02 – 7/06            \_\_\_\_\_  
Week 4            7/09 – 7/13            \_\_\_\_\_  
Week 5            7/16 – 7/20            \_\_\_\_\_  
Week 6            7/23 – 7/27            \_\_\_\_\_  
Week 7            7/30 – 8/03            \_\_\_\_\_  
Week 8            8/06 – 8/10            \_\_\_\_\_  
Week 9            8/13 – 8/17            \_\_\_\_\_  
Week 10           8/20 – 8/24            \_\_\_\_\_

## To be completed by a Parent or Guardian,

*Parent or Guardian please read and sign the following:*

I, \_\_\_\_\_, authorize my child, \_\_\_\_\_ to be considered for a CIT position with Roger Williams Park Zoo's Zoo Crew. I am aware that he/she will be interviewed by the ZooCamp director and that, if advanced from preliminary interview rounds, he/she will be required to commit to a working interview (see previous page for dates). If selected for the CIT program following the interview process, he/she will be required to assist with four weeks of Summer ZooCamp.

I understand that if my child is accepted as a CIT, he/she will be working with children and zoo staff.

I also understand that if my child is accepted as a CIT, he/she will be offered team building and field trip opportunities outside of the regular ZooCamp day. I allow my child to participate in these opportunities unless otherwise communicated to the ZooCamp Director.

My child has or I will provide reliable and on-time transportation to and from each day of camp. I will also make every effort to not schedule appointments/activities during camp hours. I understand that RWPZ ZooCamp relies heavily on assistance from CITs and their tardiness or absence may affect the quality of zoo campers' experiences.

If my child is selected for a CIT position at Roger Williams Park ZooCamp, I agree to complete a confidential medical information form for my child and to return this form to the ZooCamp Director prior to my child beginning as a CIT. I understand that my child's acceptance into the CIT program is contingent upon the receipt of this form.

\_\_\_\_\_  
Signature (parent or guardian)

\_\_\_\_\_  
Date