

ROGER WILLIAMS PARK ZOO AND RHODE ISLAND ZOOLOGICAL SOCIETY

# HORTICULTURE VOLUNTEER 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 Deadline:** March 1<sup>st</sup>

**Please direct all questions to:**

*David Albaugh, Horticulture and Buildings & Grounds Manager*

[dalbaugh@rwpzoo.org](mailto:dalbaugh@rwpzoo.org) OR (401) 785-3510 x452

# Horticulture Volunteer

## Position Description

POSTION TITLE:	Horticulture Volunteer
CLASSIFICATION:	Volunteer
DEPARTMENT:	Buildings & Grounds
REPORTS TO:	Horticulture & Buildings & Grounds Manager/ Manager of Vol. Resources
DUES:	One-time \$30 fee to cover training materials, ID badge, and t-shirt
COMMITMENT:	April – October Fulfilled through morning volunteer shifts once a week

### **Summary of Responsibilities:**

Horticulture Volunteers are primarily responsible for helping maintain and grow the beautiful gardens and grounds of the Roger Williams Park Zoo and Carousel Village. Volunteers will help directly with the Horticulture Department to plant, water, rake, and prune all while learning about diverse plant species and the practices of landscaping.

### **Essential Position Functions:**

1. Help plant seedlings and mature plants in pots, greenhouse, and on zoo grounds.
2. Aid in the maintenance of zoo gardens through weeding, watering, and deadheading plants.
3. Assist Horticulture staff with special projects.
4. Help with the general landscaping of the zoo grounds.
5. Aid in trimming and gathering plants used in the diets of zoo animals.

### **Qualifications:**

1. Must have an interest in gardening and horticulture.
2. Previous experience gardening (personal gardening and plant care or professional) preferred.
3. Must be at least 18 years old. Age verification may be required.
4. Ability to pass a background check upon selection as a Horticulture Volunteer.
5. Actively participate in a three hour training/orientation hosted by Roger Williams Park Zoo.
6. Arrive on time and stay for the entire shift (unless you have supervisory approval to the contrary).
7. Ability to be outside, in all weather and extreme temperatures (greenhouse conditions).
8. Ability to lift up to 25 pounds.
9. Effectively support the mission and priorities of Roger Williams Park Zoo.
10. Adhere to all policies described in the Roger Williams Park Zoo's Volunteer Handbook.
11. Must be flexible and willing to learn.
12. Experience with tropical plants highly desired- however not required.

### **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 upon completion of 40 hour service requirement.
3. Good resume builder with potential opportunities for professional development.
4. 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.)

## HORTICULTURE 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

Phone: ( ) \_\_\_\_\_ 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 at least 18 years old? YES  NO

### Previous Employment/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 volunteer work.)

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 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 Horticulture Volunteer at Roger Williams Park Zoo?
2. If you were to develop an on grounds horticulture project at Roger Williams Park Zoo- what would you do, and why?
3. Please briefly describe any personal or professional experiences or skills you have that would be useful as a Horticulture Volunteer.

## Availability

What days/times do you anticipate being available to volunteer?  
Weekday availability is preferred.

Monday AM  Tuesday AM  Wednesday AM  Thursday AM   
Friday AM  Saturday AM  Sunday AM

## 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 volunteers 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 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 Horticulture 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: \_\_\_\_\_