

ROGER WILLIAMS PARK ZOO AND RHODE ISLAND ZOOLOGICAL SOCIETY

# YOUTH ADVISORY COUNCIL MEMBER 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. Incomplete applications will not be considered. No exceptions.*

- Completed Paper Application (3 pages)**
- Completed Recommendation Letter Form**
  - E-mailed directly by recommender to [volunteer@rwpzoo.org](mailto:volunteer@rwpzoo.org)
- Written Interview Questions**
- Supplemental materials (optional)**

**Please mail completed application to:**

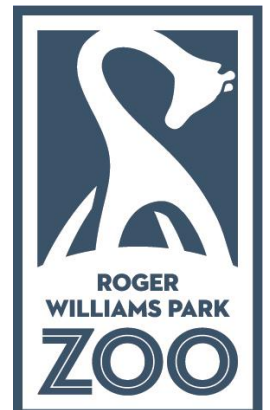
*Manager of Volunteer Resources  
Roger Williams Park Zoo  
1000 Elmwood Avenue  
Providence, RI 02907  
OR*

**Email completed application to:** [volunteer@rwpzoo.org](mailto:volunteer@rwpzoo.org)

**Application Deadline:** November 27<sup>th</sup>

**Please direct all questions to:**

*Jen Karow, Manager of Family Programs  
[jkarow@rwpzoo.org](mailto:jkarow@rwpzoo.org) OR (401) 785-3510 x352*



# Youth Advisory Council

## Position Description

POSTION TITLE:	Youth Advisory Council Member
CLASSIFICATION:	Volunteer, unpaid
DEPARTMENT:	Education
REPORTS TO:	Manager of Family Programs, Manager of Volunteers
COMMITMENT:	Two years, 1 meeting/week, Sundays.

### **Summary of Responsibilities:**

Roger Williams Park Zoo values the input, perspectives, and leadership of its community's youth and is seeking a diverse group of individuals ages 16-21 to join the RWPZ Youth Advisory Council.

The Roger Williams Park Zoo Youth Advisory Council will inform future RWPZ initiatives by providing thoughtful feedback and a unique perspective. Members will serve as a voice for youth within the Zoo and community. Youth Advisory Council members will collaborate to lead, design, and execute various initiatives and projects that will positively impact the Zoo, community, animals, and the environment.

### **Essential Position Functions:**

1. Provide thoughtful feedback and perspective on RWPZ initiatives such as strategic planning, education program development, events, gift & food concessions, marketing campaigns, exhibit design, and more.
2. Work with other members of the Youth Advisory Council to design and execute youth-led projects that will positively impact the Zoo, community, animals, and the environment.
3. Actively communicate with Youth Advisory Council members and staff both in person and through virtual platforms.
4. Occasionally represent Roger Williams Park Zoo in media, alongside RWPZ Public Relations department.

### **Qualifications:**

1. Age 16 - 21 at time of application. Age verification may be required.
2. Commit to two years of participation, with attendance at and active contribution to one meeting per week. Meetings will be 11am – 3pm Sunday afternoons, with some taking place at the Zoo and others via video/phone conference. Lunch will be provided at meetings taking place at the Zoo.
3. Attend initial orientation weekend January 19<sup>th</sup> & 20<sup>th</sup>.
4. Arrive on time and stay for each entire meeting.
5. Have the ability to articulate ideas and solutions regarding teen & young adult issues and concerns.
6. Have confidence and ability to engage in community outreach with diverse populations.
7. Demonstrate a high level of comfort using technology and virtual collaboration/conference platforms.
8. Have the ability to interact constructively with peers in a group setting.
9. Be flexible and willing to learn.
10. Have reliable transportation to and from the Zoo.
11. Have reliable access to a computer or mobile device.
12. Adhere to all policies described in the Roger Williams Park Zoo's Volunteer Handbook.

### **Benefits:**

1. Free year-round admission to Roger Williams Park Zoo for yourself.
2. Unique opportunity for personal and professional development.
3. Special tours and experiences at Roger Williams Park Zoo.
4. Contribution to the growth and advancement of Roger Williams Park Zoo.
5. Opportunity to be elected by peers to the Roger Williams Park Zoo Board after 1 year of participation.



## Letter of Recommendation

At least one completed Youth Advisory Council Recommendation Letter Form is required for consideration for the Youth Advisory Council. Please provide potential recommenders with the form at the end of this application and/or found at <http://www.rwpzoo.org/membership-giving/get-involved/youthcouncil>. Recommendation letter forms must be submitted directly to [volunteer@rwpzoo.org](mailto:volunteer@rwpzoo.org) by the recommender.

## Paper Interview Questions

\*Please submit a separate page with your application (written or typed) answering the following questions\*

1. Why do you want to serve as a member of the Roger Williams Park Zoo Youth Advisory Council? (250 word max)
2. What unique skills or interests would you bring to this Advisory Council? (250 word max)
3. Describe a situation when you had to work with a team of your peers and adults (at school, work, in your personal life, etc) to accomplish a goal. (250 word max)
4. What current social, political, or environmental issues are you passionate about? (250 word max)
5. What global or local change would you like to see? What is at least one way you could be a part of making that change? (250 word max)
6. What activities/organizations are you involved with in your school and community? Please list activity/organization and your role. (250 word max)
7. What are your personal goals – what do you hope to accomplish - over the next two years? (250 word max)

## Supplemental Materials (Optional)

Please attach additional materials that showcase your leadership skills, involvement in conservation work, extracurricular activities, and interests. Materials can include but are not limited to photos, lists of awards/recognition, news articles/blogs, websites and links to online videos. (should not exceed 2 pages)

**CONTINUE TO NEXT PAGE**

## 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 Youth Advisory Council 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 (if under 18): \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Parents/Guardians please also read and sign the following page.

### **NEXT STEPS:**

Receipt of your completed application and letter of recommendation form will be confirmed via e-mail. If selected for an interview, you may be contacted via e-mail or phone by the Manager of Volunteers to schedule a date and time. Applicants will be notified by December 15<sup>th</sup> 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.

**Required for All Applicants Under the Age of 18**

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

I, \_\_\_\_\_, authorize my child, \_\_\_\_\_, to be considered for the Roger Williams Park Zoo Youth Advisory Council.

I am aware that he/she will be interviewed by the Manager of Volunteers and Manager of Family Programs, and that if accepted as a member of the Youth Advisory Council, he/she will be committing to a term of two years with weekly meetings. Attendance at Youth Advisory Council meetings is mandatory, and any potential absences must be discussed in advance with Youth Advisory Council staff.

I understand that if my child is accepted as a member of the RWPZ Youth Advisory Council, he/she may be participating in behind-the-scenes Zoo experiences, with and without contact with animals.

I understand that if my child is accepted as a member of the RWPZ Youth Advisory Council, he/she will become a representative of Roger Williams Park Zoo which will include but is not limited to a feature photo on RWPZ’s website and appearances in local and regional media.

I understand that if my child is accepted as a member of the RWPZ Youth Advisory Council he/she will join the group in at least two field trips to regional zoo/aquarium/community organizations each year. I allow my child to participate in these field trips.

My child has or I will provide reliable and on-time transportation to and from each meeting at Roger Williams Park Zoo.

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

\_\_\_\_\_  
Date

# YOUTH ADVISORY COUNCIL RECOMMENDATION FORM (3 PAGES)

## ACADEMIC OR PROFESSIONAL REFERENCE PREFERRED

Recommender's Name:				
Recommender's Title & Organization:				
Recommender's Phone:				
Recommender's Email:				
Name of the applicant you are recommending:				
Length of time you have known the applicant you are recommending:				
Please see the RWPZ Youth Advisory Council position description on page 3 of this document and rate the applicant's readiness level (both ability and interest) to participate in and effectively contribute to the Council:				
Ready Now: <input type="checkbox"/>	Ready in 2-3 years: <input type="checkbox"/>	Ready in 4-5 Years: <input type="checkbox"/>	Ready in 5+ Years: <input type="checkbox"/>	
For each category noted below, please rate your applicant's skills and abilities using the following rating scale:				
N/A = unable to judge	1 = average ability	2 = above average ability	3 = superior ability	
			<b>N/A</b>	<b>1</b>
			<b>2</b>	<b>3</b>
Ability to articulate feedback, ideas and solutions to a wide range of audiences.				
Ability to remain flexible, positive, enthusiastic, and approachable.				
Confidence and ability to engage in community outreach with a diverse audience.				
Ability to follow through with commitments.				
Confidence to present an idea or project to a group of adults and peers.				
Ability to interact constructively with peers in a group setting.				
Ability to use technology and virtual collaboration/conference platforms.				

## YOUTH ADVISORY COUNCIL RECOMMENDATION FORM (PAGE 2):

Please share an example of how the applicant you are recommending has demonstrated his/her ability for one of the categories you rated above (please indicate the category):

Is there additional information you would like to share about the applicant that will help us understand his/her ability and interest to be an effective member of RWPZ's Youth Advisory Council?

**Recommender's Signature**

**Date**

### **SUBMISSION PROCESS**

Please save completed recommendation form with the updated file name to begin with applicant's last name, "**LastNameRWPZYAC2019**" and email completed form to [volunteer@rwpzoo.org](mailto:volunteer@rwpzoo.org).

### **DEADLINE**

RWPZ must receive all completed application materials and the Recommendation Form(s) for each applicant by **November 27, 2018**. Selected participants will be contacted in December.



## Reference Materials for Youth Advisory Council

### Recommendation Form – Provide to Recommender (PAGE 3):

The Roger Williams Park Zoo Youth Advisory Council will inform future RWPZ initiatives by providing thoughtful feedback and a unique perspective. Members will serve as a voice for youth within the Zoo and community. Youth Advisory Council members will collaborate to lead, design, and execute various initiatives and projects that will positively impact the Zoo, community, animals, and the environment.

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