

# Application Process

## New Applicants

We frequently have more applicants than spaces for our Teen Volunteer Programs. The application process is your first chance to show us that you are responsible and can follow directions (a very important part of volunteering at a zoo)! The application must be completed by the applicant and not a parent or guardian. Not all who complete the application process will be accepted as a Teen Volunteer.

*Before applying, students should carefully consider whether they have the time to commit to this program, especially if summer schedules are busy with activities like sports, band camps, long vacations, jobs, etc. Missing more than two scheduled days may affect program participation. Parental and family involvement is necessary as transportation, encouragement, and support of the teens is critical for a great experience.*

**There are three parts to the application to become a new volunteer. All three parts must be completed by the April 6th, 2019 deadline to be considered!**

1. **Application:** Fill out the online application found at [jbzoo.org/volunteer](http://jbzoo.org/volunteer). You will need the following information:
  - Your Street address
  - Your Email address
  - Your Home phone number (if we need to get ahold of your parents)
  - Your Cell phone (if we need to get ahold of you)
2. **References:** Once we receive your application you will receive an email containing a survey link for your references to follow. We require three references for an application to be complete. References should be adults who know you well that are not related to you.
3. **Essay:** Write a paper incorporating the questions below. This must be **emailed** as **an attachment** to [TeenVolunteers@JBZoo.org](mailto:TeenVolunteers@JBZoo.org). Please put "Teen Essay" and your full name in the subject line of the email.
  - a. Who are you? Write an introduction about yourself!
  - b. With all of the volunteer opportunities available why would you like to volunteer at the John Ball Zoo?
  - c. Have you ever volunteered before?  
*Yes* - Where did you volunteer and what were your responsibilities?  
*No* - What motivated you to start volunteering now?
  - d. Do you have any experience working with kids? Babysitting, younger siblings, neighbors, church etc.  
*Yes* - Please describe what type of experience you have and what you enjoy most about working with kids? What part of working with kids did you find most difficult?  
*No* - What part of working with kids do you think will be the most exciting? What part of working with kids makes you the most nervous?
  - e. Our main goal is educating the public about animals and conservation. How do you feel about speaking with our visitors? Please describe your comfort level and any other public speaking experience you may have.
  - f. Please provide a brief explanation stating how you feel about animals in human care.

## 2019 Important Dates – More dates added as they are determined

February 1<sup>st</sup> Online Application Opens

April 6<sup>th</sup> Application Deadline – All materials must be received to be considered.

April 13<sup>th</sup> Interview Notifications

April 16 <sup>th</sup> -29 <sup>th</sup>	Interviews – Due to the number of applications received not all applicants are selected for interviews. Please note that receiving an interview does not imply entry into the program.
May 11 <sup>th</sup>	Everyone with completed applications will receive notification if they did or did not get into the program.
TBD	New Teen Volunteer Orientation
TBD	CIT Training
June 17 <sup>th</sup>	1 <sup>st</sup> week of volunteering for Zoo Teens & CIT's
August 16 <sup>th</sup>	Last day of Summer Volunteer Schedule

## **Frequently Asked Questions**

- **I only want to work with the zoo animals. Which program should I choose?**  
 The **Zoo Teen** program would be your best choice, however we want applicants to have a realistic view of what they will be participating in at the zoo.  
 Most of what **Zoo Teens** do is interpreting, interacting and educating guests of all ages. This includes welcoming guests at our interactive stations with budgies, wallabies and petting corral. Although there is a component of keeper work/animal care, which is most often cleaning, it is never done when the animals are present.  
 The **CIT's** are focused on classroom skills. You will get to spend time in the zoo while with your classes and have a variety of in-zoo experiences which are unique to each camp class.
- **How will I know if you got my application materials?**  
 Due to the high volume of application materials we receive it is not possible for us to confirm receipt of materials. With the email system that we have in place you should be able to confirm a date and time that your email was sent.
- **If I receive an interview does that mean I made it into the program?**  
 No. Our application process strives to give students real world experience in a job like application process.
- **Who can be a reference?**  
 Coaches, teachers, scout leaders, employers (including pet sitting, babysitting, and yard work, etc.).
- **My last day of school is after the program starts. Should I still apply?**  
 Yes! We understand that a few districts may run later into June than others and this will be worked around and should not discourage you from applying.
- **Do I need to attend both orientation dates?**  
 No. If you are accepted into a program you choose an orientation date.

If you still have questions about the teen program please email [Volunteers@JBZoo.org](mailto:Volunteers@JBZoo.org)