

JOB TITLE: Volunteer Coordination Internship

REPORTS TO: Curator of Animal Care and Conservation Education

JOB CLASSIFICATION: Compensation school credit; reaches 288 total hours

JOB PURPOSE: To assist the Conservation Education Department in training and communicating with volunteers, keeping current records, and occasionally assisting in educational animal programming.

TYPICAL DUTIES AND RESULTS:

- Assist in volunteer training and onboarding
- Create regular volunteer updates and send to volunteers
- Serve as a point of contact for both adult and teen volunteers
- Performing educational outreach animal encounters both on and off campus
- Work with a variety of animals that include small mammals, reptiles, amphibians, birds, and arthropods
- Fulfill project that is beneficial to the Zoo and is completed within time frame of internship

QUALIFICATIONS: Candidates must have completed one year of a college degree program in a related field. Candidates must also have excellent communication skills, enjoy working with people of all ages, and be able to work in a team environment. They must be self-motivated, reliable, prompt, able to lift 50 pounds, and able to work in all weather conditions. Internships are experience-based and are therefore unpaid (housing is also not provided, however, nearby housing options are available for a fee). It is required that an intern dedicates 24 hours per week over the course of three months, or 288 total hours (schedules may be flexible based on the candidate's availability).

Must have, or be willing to learn basic first-aid, and CPR. Negative TB test required. Ability work outdoors, lift heavy objects, and risk periodic exposure to fairly predictable and controllable hazards associated with wild animals and zoonotic diseases.

Dates are flexible.

To apply, please send a resume and cover letter to:

Aszya Summers
Conservation Education Manager
Racine Zoo
200 Goold Street
Racine, WI 53402
asummers@racinezoo.org

Applications considered on a rolling basis