



VOLUNTEER SERVICES/SPECIAL EVENT INTERNSHIP | 2019

Do you want to inspire a Passion to Conserve the Natural World? As a Volunteer Services/Special Events intern you will gain a well-rounded experience in many areas, including but not limited to: coordinating and implementing orientation programs, assisting in writing our internal weekly newsletters, motivating and supervising volunteers, assist with organizing Volunteer Services during our largest fall & winter events Boo at the Zoo and ZooLight Safari, data management, statistical tracking, general office management and exposure to working with an AZA Accredited Zoos most valuable resource, our volunteers.

JOB TITLE: *Volunteer Services, Unpaid Special Event Intern*

DUTIES AND RESPONSIBILITIES

This supervised position interacts directly with Education Staff, volunteers, and other Zoo staff. Upon completion of training, the placement consists of:

- Assists in development and presentation of a brief orientation
- Assists in the recruitment and on-boarding process of Special Event Volunteers
- Assists in the volunteer scheduling for Boo at the Zoo & ZooLight Safari
- Be responsible for the supervision of external and internal volunteers during Special Events
- Will learn to make positive contributions to enhance the guest experience at the Birmingham Zoo.
- All other duties as assigned

DATES OF SERVICE: Unpaid Internship could begin in August and could last until the end of December.

KNOWLEDGE, SKILLS AND ABILITIES

Applicants will be ranked according to their knowledge, skills and abilities in the following areas:

- Ability to work with all age groups
- Ability to work independently and as part of a team
- Customer-service oriented and enthusiastic about providing guest's an enriching experience
- Ability to communicate effectively, both speaking and writing
- Experience or interest in event planning and coordination.

APPLICANT REQUIREMENTS

- Must be able to participate in a phone interview and be deemed a suitable candidate for the position by Volunteer Services Staff
- Must successfully pass a required background investigation
- Requires frequent walking for long distances and over uneven terrain; will also stand for long periods of time
- Will be expected to wear the approved Zoo uniform and observe the same personal appearance standards required of all Zoo Adult Volunteers and Staff
- Must be able to work a set schedule which will include flexible hours, evenings, holidays, and/or weekends
- Frequent exposure to the outside elements and cold weather can be expected.

BENEFITS

- Provides opportunities for cross-training with other Zoo departments
- Observe and participate in the management of personnel. Receive first-hand experience in an Association of Zoos and Aquariums (AZA) accredited institution

APPLICATION

- [CLICK HERE](#) to fill out the internship application.

DEADLINES – Applications must be submitted by August 15th,2019 (or until filled)