



## VOLUNTEER SERVICES/SPECIAL EVENT INTERNSHIP | 2020

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 lasts the length of the semester

### 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.
- Intern is required to complete an independent project as a cumulative assessment of their program

### 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

**CLICK HERE** to fill out the internship application.