



## ZMF VOLUNTEERS

### The Pride of Zoo Miami

Dear Parent and Prospective Teen Volunteer:

Thank you for your interest in the Zoo Miami Foundation Teen Volunteer program! The Zoo Miami Foundation Teen Volunteer program is an exciting way for high school students to gain valuable skills while providing an important service to Zoo Miami.

We seek positive, responsible, enthusiastic students with an interest in learning about animals and who can effectively interact with children, staff members and Zoo visitors. Applicants must be in grades 9<sup>th</sup>-12<sup>th</sup>.

To be considered for the Zoo Miami Foundation Teen Volunteer program, required paperwork must be sent to the ZMF Volunteer Office postmarked no later than April 14, 2017. **All required paperwork must be returned as a packet (not separately). Incomplete and late packets will not be accepted.**

After the application materials have been reviewed by the Volunteer Department selection committee, all applicants will be notified by mail of their acceptance or non-acceptance. Selection is based upon the quality of the application packet. Students selected for the program will attend a mandatory orientation session on Saturday, May 20, 2016. Parents are required to attend this orientation with their child, as important information will be discussed. Not attending this meeting will result in the teen being ineligible to volunteer.

If selected for the Teen Volunteer program, candidates will be required to attend one day of training on Saturday, June 10, 2017.

Teens working with camp will work Monday through Friday, 8:30am – 4:30pm, during the session to which they are assigned. It is absolutely essential that they work the entire shift each day.

Before applying, students with a heavy schedule of summer activities, such as sports, camps, long vacations, jobs, etc., should consider whether or not they have the time to commit to the program.

Enclosed you will find a fact sheet about the Zoo Miami Foundation Teen Volunteer program, an application and recommendation forms. As stated above, the deadline of submitting these forms is April 14<sup>th</sup>. Do not send any money with the application. If you are accepted into the program, fees will be collected at the training session.

If you have any questions, please contact the Volunteer Manager at [isanchez@zoomiami.org](mailto:isanchez@zoomiami.org) or 305-255-5551.

Isabel Sanchez  
Zoo Miami Foundation  
Volunteer Manager

**ZOO MIAMI**  
**ZOO MIAMI FOUNDATION**  
**Teen Volunteer Program**

**FACT SHEET**

**What do Zoo Miami Teen Volunteers do?**

Teens work with our Summer Camp program assisting the instructors with the care of the children. Each morning, they will greet the children as they arrive, and escort them to the classroom. They will play games, help with crafts, prepare snacks, and help the instructors in other ways. Each day, the Teen Volunteers will accompany the campers on Zoo walks, monitor their play and attend to their needs. The Teens will learn about the Zoo's animals, as the camp groups visit zookeepers at work and the Children's Zoo staff brings small animals to the classroom.

**Who can be a Zoo Miami Foundation Teen Volunteer?**

Anyone in grades 9<sup>th</sup>-12<sup>th</sup> is welcome to apply. Since space in the program is limited, we cannot guarantee that all applicants will be accepted.

**When can I apply?**

The application and letters of reference are available online on or near March 1<sup>st</sup>. **All completed forms must be sent as a package (not individually) and must be postmarked no later than April 14<sup>th</sup>.**

**How does the application process work?**

You will be asked to fill out an application and submit a minimum of two recommendation forms (provided in this packet) from a teacher, counselor, or an adult who is not a relative. Participants will be selected on the basis of the quality of their applications and recommendation forms. **If accepted, you and a parent will then be required to attend a Saturday orientation session on May 20, 2017. If you do not attend this meeting, you will not be eligible to participate in the program.**

**How much does it cost to be a Zoo Miami Foundation Teen Volunteer?**

The fee, which covers a uniform shirt and identification badge, is \$25.00. This must be paid at the training session held on June 10, 2017.

**What will be expected of me as a Zoo Miami Foundation Teen Volunteer program?**

You will be expected to attend the mandatory training session held prior to the beginning of the summer. This training session will take place on June 10, 2017. **Volunteers who do not attend the training session will not be eligible to participate in the program.** You will be expected to volunteer for the full 3 or 4 weeks of the session to which you are assigned, and to remain each day until 4:30pm.

**What are the benefits of becoming a Zoo Miami Foundation Teen Volunteer?**

In addition to enhancing your résumé or college application, you will be developing new skills and gaining an understanding of how a world-class zoo functions. For many, this will be your first job experience. You will have an opportunity to meet new people who share your interests in wildlife and conservation. The hours that you work, after your time of training, may be used to satisfy your school's community service requirement, and, hopefully, you'll have fun, too!

**ZOO MIAMI FOUNDATION**  
**ZOO MIAMI**  
**TEEN VOLUNTEER APPLICATION- SUMMER 2017**  
**LEVEL ONE – NEW TEEN VOLUNTEERS ONLY**



**GENERAL INFORMATION**

(Please Print)

_____	_____	_____
Last Name	First Name	Home Phone Number
_____		
Address		
_____		
_____	_____	_____
City	State	Zip Code

Please complete this form, and return, along with two letters of recommendation to:

Zoo Miami Foundation  
 Volunteer Manager  
 12400 SW 152 Street  
 Miami, FL 33177  
 (305) 255-5551  
 FAX (305) 255-7126

**PARENT / GUARDIAN**

_____	_____	_____
Name of Parent or Guardian	Work/Daytime Phone Number	Home Phone Number
Emergency Contact: _____ Phone #: _____ Relationship: _____		
In case of emergency, when a parent or guardian cannot be reached, list the name and phone number of an alternate person to be called.		

**ADDITIONAL INFORMATION**

_____	_____	_____	_____
E-Mail Address	Age	Date of Birth	Circle One: 9 10 11 12 Grade Entering in the Fall

**AVAILABILITY**

Please check the session(s) you are available to work. If you have a preference, mark them as #1, #2 and #3. A shift cannot be guaranteed, pending upon numbers requesting. \*\*\*Note: Schedule is subject to change.

**Session #1: June 12<sup>th</sup> – July 7<sup>th</sup> (4 weeks)**

**Session #2: July 10<sup>th</sup> – July 28<sup>th</sup> (3 weeks)**       **Check here if you are interested in extended hours for camp: (4:30pm-5:30pm)**

**Session #3: July 31<sup>st</sup> – August 18<sup>th</sup> (3 weeks)**

*All regular volunteer hours are 8:30am - 4:30pm daily (M-F); 40 hours per week. You must be able to stay until 4:30pm.*

**VOLUNTEER UNIFORM**

You will receive a Teen Volunteer T-shirt with your program fee. Please indicate your adult shirt size to the right. Extra shirts may be purchased for \$13.00 each.	Shirt Size: _____ Small _____ Medium _____ Large _____ X-Large
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## VOLUNTEERING

What are your goals and what do you hope to gain by becoming a volunteer at Zoo Miami?

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Do you have any other volunteer experience? If yes, please explain.

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Describe the qualities you feel are important to being a good volunteer.

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## RECOMMENDATIONS

Please include at least two recommendation forms from a teacher, counselor or community leader that is not a relative. The forms are included with this application form for your use. You may make copies if you are including more than two recommendations.

## SIGN AND DATE

Please read and sign the following:

### **Applicant Agreement:**

I agree that, if I am accepted into the teen volunteer program, I will attend the parent/student orientation meeting, training session, show up on the days that I have been scheduled (unless illness or family emergency prevents me from doing so); will call and notify staff immediately if I am unable to attend on my scheduled day; adhere to the program policies and procedures. I also acknowledge that I am personally offering services to the Zoo Miami Foundation and Zoo Miami solely for civic, charitable or humanitarian reasons, without promise, expectation, or receipt of compensation or benefits.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent / Guardian Agreement:**

*I understand the conditions under which my child will be volunteering, and I agree to support my child's application for participation in this program. If accepted, I will see that he/she attends the parent/student orientation meeting, training session, and all scheduled work days; and adheres to the program policies and procedures. In case of emergency, when a parent or guardian cannot be reached, I hereby give my permission to the Zoo Miami Foundation to secure treatment for my child. I also authorize the Zoo Miami Foundation to use my child's name and photograph as a participant in Zoo programs for publicity / educational purposes related to the Zoo. I understand that no compensation will be provided.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## VOLUNTEER OFFICE USE ONLY

<input type="checkbox"/> Orientation _____	<input type="checkbox"/> Name Tag _____
<input type="checkbox"/> Training Date _____	<input type="checkbox"/> Uniform _____
<input type="checkbox"/> Session Date _____	<input type="checkbox"/> Registration Fee _____

**ZOO MIAMI FOUNDATION  
ZOO MIAMI  
TEEN VOLUNTEER PROGRAM 2017**



**Teacher / Counselor / Professional Recommendation Form**

**Student Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

Please complete the application and return, along with two recommendation forms to:

The above-named student has applied to become a volunteer at Zoo Miami. Depending on the program, the student may be making presentations to the public, working in close proximity to exotic animals, working with young children, and providing supportive services for Zoo events. We would appreciate your honest evaluation of the applicant in the areas listed below.

Zoo Miami Foundation  
Volunteer Manager  
12400 SW 152 Street  
Miami, FL 33177  
(305) 255-5551  
FAX (305) 255-7126

**How long have you known the above-named student, and in what capacity?**

**Please evaluate the applicant by circling the appropriate number.**

	<b>Scale: 1=Outstanding</b>	<b>2=Excellent</b>	<b>3=Good</b>	<b>4=Average</b>	<b>5=Fair</b>	<b>6=Poor</b>	<b>U=Unknown</b>
Dependability	1	2	3	4	5	6	U
Punctuality	1	2	3	4	5	6	U
Ability to work & communicate with children	1	2	3	4	5	6	U
Ability to work & communicate with peers	1	2	3	4	5	6	U
Ability to work & communicate with adults	1	2	3	4	5	6	U
Leadership skills	1	2	3	4	5	6	U
Ability to follow directions	1	2	3	4	5	6	U
Ability to accept constructive feedback	1	2	3	4	5	6	U
Degree of demonstrating proactivity	1	2	3	4	5	6	U
Degree of commitment	1	2	3	4	5	6	U

**Please use the space below to comment on any other factors you feel would be helpful in evaluating his or her application. Thank you. (Attach additional sheet if necessary.)**

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

May we contact you by phone if we have any questions?  Yes (Phone #: \_\_\_\_\_)  No

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Signature and Title

\_\_\_\_\_  
Date

May we contact you by phone if we have any questions?  Yes (Phone #: \_\_\_\_\_)  No