



2020 ZOO TEEN PROGRAM INFORMATION

ABOUT THE PROGRAM

The Zoo Teen program is designed for students 14-17 years of age who have a desire to explore animal-related careers, including zookeeping, conservation and wildlife education. An excellent leadership opportunity, this structured volunteer program will provide students with the opportunity to build a variety of transferable job skills, such as interpersonal communication, customer service, time management, problem-solving, professional conduct, and public speaking.

First year participants focus on foundational skills, practicing visitor engagement and wildlife education by assisting with a variety of education initiatives. Mentored by Zoo staff, these teens will work with a limited set of animals to develop a deep understanding of the importance of wildlife conservation and a Zoo's role in educating the public. Returning participants will further build upon these engagement skills and will also work with zookeepers on safe husbandry tasks, developing the knowledge and skillset needed for a future career in animal-related fields.

The Zoo Teen program is funded by program fees, donations and sponsorships of area businesses.

Zoo Teen Mission Statement:

The Mission of the Zoo Teen Program is to provide an opportunity for area youth to engage with Columbian Park Zoo, gain an appreciation for the importance of zoos and conservation, to explore animal-related careers while building transferable job skills, and to empower youth to become community leaders/advocates for conservation action.

WHAT DOES A ZOO TEEN DO?

Zoo Teens perform only non-dangerous zoo tasks and are supervised by a team of qualified, professional zookeepers and educators. First year participants focus on customer service and engagement, while returning Zoo Teens also participate in zookeeping tasks. The program is designed for up to four years of participation, with increasing levels of responsibility and new training opportunities in each returning year.

Some of the tasks that Zoo Teens may perform include:

1. Learning animal handling skills to present small animals to various audiences
2. Interacting with the public by answering questions about the Zoo, its animals and their positions as Zoo Teens
3. Presenting bio-facts (such as skulls or pelts) and animal information as exhibit-side interpreters
4. Monitoring immersion exhibits such as the Family Farm, Butterfly Garden Party and Wallaby Walkabout
5. Assisting in the classroom with the education programs, such as summer camps
6. Informing our patrons about the mission of Columbian Park Zoo and the important role zoos play in wildlife conservation
7. Assisting with enclosure cleaning and exhibit maintenance
8. Assisting with light landscaping and facility maintenance
9. Assisting with grooming or exercising education program animals
10. Assisting with diet preparation and feeding of the animal collection

ELIGIBILITY

In order to participate in the 2020 Zoo Teen program, an individual must be between 14 and 17 years of age on June 1, 2020. Students who turn 18 during the course of the summer are permitted to apply. Students who are already 18 years of age or greater on June 1, 2020 are not eligible to participate in the Zoo Teen program, but may apply to our adult volunteer program.

What qualities do we look for in a Zoo Teen?

A Zoo Teen Candidate will be:

- Trustworthy, reliable and responsible
- Able to present a neat and well-groomed appearance
- Able to accept supervision of adults and ask for assistance when needed
- Courteous to his/her peers, the general public, volunteers and staff
- Willing to learn new skills and get his/her hands dirty
- Willing to engage with others through public speaking and visitor interactions
- Able to share the Zoo's wildlife conservation and education messages with enthusiasm
- Comfortable working with patrons of all ages and backgrounds
- Able to demonstrate a positive attitude at all times
- Supportive of the Columbian Park Zoo's mission

What kind of effort is required?

Zoo Teens are required to perform many kinds of physical tasks which may include standing for prolonged periods of time, safe lifting, reaching, bending, climbing, kneeling, shoveling/raking, pushing/pulling objects, and handling/grasping objects.

Much of the work Zoo Teens do takes place outside and in various weather conditions. In addition, many zoo buildings are not air-conditioned and can be uncomfortable and smelly during hot summer months. A Zoo Teen must be willing and able to work in these types of environments. The Columbian Park Zoo will make reasonable accommodations to allow the participation of individuals with disabilities.

Other eligibility requirements

Zoo Teen candidates must:

- Be available to attend both of the interview components, if invited*
- Be able to attend one of the mandatory Parent/Participant Meetings with at least one parent/guardian (*offered on two separate dates, please attend one of the two*)*
- Be able to attend the required training sessions*
- Be able to donate a minimum of 80 hours over the course of the Zoo Teen season
- Be able to commit to a regular Zoo Teen shift schedule with minimal time off needs and make up any missed shifts**
- Have reliable transportation to and from the Zoo
- Be willing to adhere to all Zoo Teen policies and procedures
- Obtain a parent/legal guardian's written permission to apply for and participate in the Zoo Teen program.

**Please refer to the Important Dates section for more details*

***Please see the Time Commitment section for more details*

What is required of a Zoo Teen parent?

We believe participation in a program such as this can be an important step towards teen independence. For this reason, parent requirements are kept to a minimum. Parents of Zoo Teens are expected to:

- Ensure their child meets all of the eligibility criteria above and adheres to all Zoo Teen guidelines (outlined in the *Columbian Park Zoo's Zoo Teen Policies and Contract Form*); to be signed at the Parent Meeting
- Sign all participation agreements and permission slips
- Ensure their child has reliable transportation to and from the zoo
- Be available for counseling and feedback as the need arises

TIME COMMITMENT

Zoo Teens are expected to donate a minimum of 80 hours of time over the course of the 2020 Zoo Teen season. This can be achieved through a combination of regular summer work shifts and special event shifts made available to Zoo Teens. The bulk of these hours should be completed during summer work shifts (June-August), with a finite number of fall weekends and special events available for additional hours and make-up shifts.

We understand that teens have busy schedules and can work with teens to come up with a regular work schedule that accommodates summer school, sports, band, jobs, etc. Time off requests can be accommodated on a very limited basis to allow for illness or family commitment, and make-up shifts are required. However, due to the limited number of weekly work shifts to go around amongst all participants, reschedules must be rare and necessary. Before applying to the Zoo Teen program, teens should consider all of the activities and obligations they will have this summer and decide whether the Zoo Teen program can be a priority in their lives. It is extremely important that an individual be able to commit to a consistent work schedule of two 4-hour work shifts per week, each week, during the summer season. Because this program is a unique opportunity with a limited number of spaces each year, only serious and committed individuals should apply.

In addition to summer work shifts, first-year participants must attend a week-long in-service training 'camp', taking place the week of June 1-5, 2020 from 1:00pm-5:00pm daily. Participants must attend all 5 mandatory training dates during the camp week. Each day, sessions will provide Zoo Teens with the opportunity to learn about important zoo safety and hygiene information, the zoo industry, wildlife conservation, customer service and interpretation. They will also complete animal handling training with eligible Animal Ambassadors (education program animals).

Returning Zoo Teens must also complete training each year. A single "fast-track" refresher training session is available only to returning participants. This fast-track session will be offered one time only, and participants must attend the session in full. Fast track training will take place on May 16, 2020 from 9:00am-4:00pm. Any returning Zoo Teen who is not able to attend Fast Track must report to the full week of training in June in order to be eligible to participate in the Zoo Teen Program.

During the fast-track session, returning participants will review all important training and safety information, and will be presented with any new information not covered in previous years.

Zoo Teens accepted into the program are also expected to attend a kick-off informational meeting in April with at least one parent or guardian. At the meeting, the Zoo's scheduling software will be presented and reviewed, an overview of Zoo Teen tasks is provided, permission slips are signed and dues are collected.

WORK SCHEDULE

Work shifts begin on the following schedule:

- **Returning participants: Memorial Day Weekend***
- **New participants: week of June 7**

**An individual's first shift will not be required prior to the start of their school's summer break*

Summer work shifts will end on August 7th, 2020. Each work shift is 4 hours long, and the following daily work shifts are available 7 days a week:

8:00am-12:00pm, 12:00pm-4:00pm, and 3:30pm-7:30pm

Each student is expected to volunteer two work shifts per week.

Teenagers are busy, and we get that! To allow for more flexibility, all 2020 Zoo Teen shifts will be self-scheduled through the Zoo's volunteer software. Teens will be responsible for their schedule throughout the summer, rather than Program Coordinators assigning a set schedule. Zoo Teens will be trained to utilize the software, signing up and modifying summer shifts as needed. They will also use this software program to sign up for additional shifts this fall for the Zoo's special events, and Zoo Teen weekend shifts.

Missed shifts due to excused absences must be made up by scheduling additional summer shifts or by signing up for a finite number of Zoo Teen Weekend shifts and special event opportunities in the fall. If a Zoo Teen is unable to complete the required 80 hours within these defined shift opportunities for any reason, special scheduling will not be considered. **Therefore, it is important to be certain that a teen has adequate and consistent availability for work shifts before applying to the Zoo Teen Program.**

INCENTIVE TRIPS

Every summer, Zoo Teens are provided with the opportunity to participate in incentive trips as a reward for their hard work. These optional trips may include local excursions, and/or a visit to a larger metropolitan zoo in the Midwest. In order to participate in an incentive trip, Zoo Teens must meet eligibility requirements.

More information about this year's incentive trip opportunities will be made available at the Parent/Participant Kick-Off Meeting.

PROGRAM FEES

The Zoo Teen program is funded by participation fees, donations and the generous sponsorship of area businesses. For the 2020 program year the fees are as follows:

First Year Zoo Teens - \$115

Returning Zoo Teens - \$100

These fees will be applied toward the cost of class materials and instruction, a uniform t-shirt, incentive opportunities and other Zoo Teen activities and expenses. **DO NOT SUBMIT FEES WITH YOUR APPLICATION MATERIALS.** Fees must be paid at the Parent/Participant Meeting that you are assigned to attend: April 23rd or April 26th, 2020. Checks should be made payable to Columbian Park Zoo.

Please note program fees are NON-REFUNDABLE. No refund will be made if a Zoo Teen does not complete the season for any reason, or if a selected applicant withdraws from the program during or prior to the training sessions.

We strive to keep the cost to participating families as low as possible. The Zoo Teen program is a unique opportunity that we feel no child should miss out on simply because of their family's inability to pay. Limited scholarship assistance is available to families with a genuine need. Likewise, those families with the ability to donate beyond their basic fees are encouraged to make a small contribution to the Zoo Teen Scholarship Fund.

SELECTION PROCESS

Acceptance into the Zoo Teen program is competitive. Applications will be reviewed only if all materials are submitted at one time, **in a complete packet** by the application deadline.

Applicants from whom a completed application packet has been received will be emailed no later than March 10th, 2020 notifying them whether they have been selected to interview. Not all applicants will be invited to participate in an interview. (*When completing your application, be sure to include the email address that will be checked regarding this communication. If you do not receive this email by March 10th, please contact the Zoo Teen Coordinator to inquire about your status - unfortunately we cannot reschedule interviews due to email/server failure.*) Those selected will be assigned to one of two group interview sessions, either March 15th or March 28th. Attending one of these two group sessions is required for participation in the program. Candidates will sign up for an individual interview appointment at the group interview session. A candidate invited to interview must participate in both the group interview and an individual interview to remain in consideration for the program.

Acceptance into the program is based upon multiple factors including eligibility status, timely submission of all application materials, quality of essay, teacher recommendation content, and performance in all mandatory interview components. Acceptance into the program is highly competitive and not all applicants will be selected for participation. Those not accepted are welcome to apply again in subsequent years.

Applicants will be notified of their acceptance status by e-mail no later than April 17th, 2020.



2020 ZOO TEEN IMPORTANT DATES

Before applying to the 2020 Zoo Teen program, please review the following dates to confirm availability.

These dates reflect mandatory training sessions and events that all participants must attend.

All events will take place in the Bill and Donna DeFouw Education Center, located on Zoo grounds

March 6th 5:00pm Application Deadline

MUST BE ABLE TO ATTEND ONE OF:

March 15 th	1:00pm-4:00pm	Group Interview 1*
March 28 th	1:00pm-4:00pm	Group Interview 2*

** You will be scheduled to attend ONE of the sessions. The same material will be covered at both.*

MUST BE ABLE TO ATTEND ONE 15 MINUTE APPOINTMENT DURING:

March 30 th -31 st and April 2 nd	3:00pm-6:30pm	Individual Interviews
April 6 th -7 th and 9 th	3:00pm-6:30pm	Individual Interviews

April 17th Notification of Selected Participants

MUST BE ABLE TO ATTEND ONE OF:

April 23 rd	6:00pm – 8:00pm	Parent/Participant Meeting 1**
April 26 th	2:00pm – 4:00pm	Parent/Participant Meeting 2**

*** You will be scheduled to attend ONE of the sessions. The same material will be covered at both.*

TRAINING AND WORK SHIFT START DATES:

May 16 th	9:00am – 4:00pm	Fast-Track Training for Returning Zoo Teens only
May 23 rd		Work shifts begin for Returning Participants who attend the Fast-Track Session
June 1 st -5 th	1:00pm – 5:00pm Each day	Zoo Teen Training Camp: mandatory for New Participants
June 7 th		Work shifts begin for First Year Participants/Returners who attend training camp
August 7 th		Last day for regular summer work shifts
August 8 th		(Optional) Zoo Teen Trip
August-December		Designated Zoo Teen weekends available for extra/make-up shifts



2020 ZOO TEEN APPLICATION

Application Deadline: Friday, March 6, 2020 at 5:00pm

General Information

First Name M.I. Last Name

Address City State Zip Code

(_____) _____
Home Phone Number Birth Date Age on June 1, 2020

(_____) _____
Applicant Cell Phone Number Email Address*

*Important information will be sent electronically. Please provide a current email address that will be checked regularly.

Have you participated in the Zoo Teen program in the past? Yes No

How did you hear about this program opportunity? _____

School

School Currently Attending Grade for the 2019-2020 School Year

Parent/Guardian Information

First Name Last Name (_____) Home Phone Number

Address City State Zip Code

(_____) _____
Work Phone Number Cell Phone Number Email

Parent/Guardian Permission

I, _____, have read over the enclosed information pages and give permission
(Parent/Guardian name)
for _____ to apply for the Zoo Teen program at the Columbian Park Zoo.
(Zoo Teen Applicant)

Group Interview Information

If selected, applicants will be invited to participate in a group interview. Due to space constraints, applicants will be assigned to a specific group interview date by zoo staff. *Please only attend the session to which you are assigned.* Invited applicants will receive their assigned session date via email no later than Thurs, 3/10/20.

- Which of the following sessions can you attend?** Sunday, March 15th from 1:00pm – 4:00pm
(Please select all that apply) Saturday, March 28th from 1:00pm – 4:00pm

Acknowledgements (to be completed by Zoo Teen applicant and parent)

Please review the Zoo Teen Program Information packet and acknowledge the following by **initialing** on the appropriate line. The Zoo Teen applicant is required to acknowledge each item below. A parent or guardian must **initial** to acknowledge their child's agreement below.

Student Parent

- _____ _____ I/We have read and understand the enclosed information about the Zoo Teen program.
- _____ _____ I am able to meet the time requirement of 80 volunteer hours this summer.
- _____ _____ I am able to attend both a group interview (date to be assigned) and an individual interview.
- _____ _____ I am able to attend one of the Parent/Participant Meeting sessions with at least one parent/guardian on: **April 23 from 6:00pm-8:00pm** or **April 26 from 2:00pm-4:00pm**
(Please select all that apply)
- _____ _____ **First year candidates:** I am able to attend all 5 days of Zoo Teen Training Camp (6/1-6/5).
- _____ _____ **Returning candidates:** I am able to attend the FAST-TRACK (5/16) or all 5 days of training camp.
- _____ _____ I have reliable transportation to and from the Zoo.
- _____ _____ I understand that if selected for this program I will be asked to submit participation dues.
- _____ _____ I feel I am able to perform the tasks associated with the Zoo Teen program and work in the environment described. *If not, please indicate any required accommodations or special needs below**
- _____ _____ I understand that the Zoo Teen program is hard work and that I will have to work outside in hot, sweaty and smelly environments. I understand that I will be required to speak publically with zoo visitors. I am ok with this.
- _____ _____ I am willing to make the Zoo Teen program a priority in my life through attendance, effort and adherence to all Zoo Teen policies and communication deadlines.

Does the applicant have any disability, allergy or special need? **NO** **YES** *If yes, please specify below:*

Essay

Tell us why you wish to participate in the 2020 Zoo Teen Program. Please include how your participation will benefit you, your career goals, why you would make a great Zoo Teen, and any past animal or public speaking experiences you would like to share. *Minimum 150, Maximum 500 words. Attach a separate sheet.*

Recommendations

Applicants are required to submit two Recommendation Forms from two different adults. At least one recommendation must be from a current teacher (2019-2020 academic year). The other recommendation may be completed by a current or past teacher, coach, youth group leader, program mentor, or other non-related adult who knows the applicant in an educational and supervisory capacity. Recommendations must be received with your application packet. Providers may place their recommendation form in a sealed envelope at their discretion.

APPLICATION DEADLINE

The deadline to submit your application materials is 5:00pm on Friday, March 6, 2020.

The application form, essay, and two recommendation forms are due at this time. You may submit your application paperwork at any time up to the application deadline using the following methods:

- In person at the Columbian Park Zoo main office
Call 765-807-1540 to schedule a drop-off time, as the zoo is closed for the season
- In person at the Lafayette Parks and Recreation main office
*Located at 1915 Scott Street in Columbian Park
Office Hours: Monday-Friday, 8:00am-5:00pm*
- By mail at the following address: Columbian Park Zoo
 Zoo Teen Program
 1915 Scott Street
 Lafayette, IN 47904

What's the next step?

Once a complete application packet is received, you may be selected to participate in a group interview session. If selected, you will be invited to an assigned session via email by Tuesday, March 10, 2020. Please check your email for this important message!

Reminder: All applicants selected for an interview must attend their assigned group interview session and be available for a mandatory individual interview that will take place during after-school hours in the following weeks.

QUESTIONS?

For questions regarding the Zoo Teen application process, please contact:

Jennifer Spence, Zoo Teen Coordinator

765-807-1558

jspence@lafayette.in.gov or zooteen@lafayette.in.gov

Thank you for your interest in Columbian Park Zoo's Zoo Teen Program!



2020 ZOO TEEN RECOMMENDATION FORM

Applicant's Name _____

Dear Educator,

The student above has applied to participate in the Zoo Teen program at Columbian Park Zoo and has selected you to provide a reference. As part of the application process, this recommendation must be completed and returned to the student to be submitted with their application packet. You may choose to seal your recommendation form at your discretion. The deadline for students to submit their materials is March 6, 2020 by 5:00pm.

Thank you for your assistance,
Jennifer Spence, Zoo Teen Coordinator

Educator's Information:

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email Address _____

Are you a current teacher of this applicant (2019-2020 academic year)? _____

What is your role as an educator for the applicant? _____

How long have you known the applicant? _____

Please rate the applicant's attitude and personal attributes on a scale of 1 to 5.

1 = Not at all 2 = Once in a while 3 = Most of the time 4 = Almost always 5 = Always U/A =Unable to Assess

Does he/she have enthusiasm for new projects?	1 2 3 4 5	U/A
Does he/she take initiative on projects?	1 2 3 4 5	U/A
Does he/she have desire to grow and learn?	1 2 3 4 5	U/A
Does he/she work well independently?	1 2 3 4 5	U/A
Is he/she a leader?	1 2 3 4 5	U/A

Does he/she engage in group discussions?	1 2 3 4 5	U/A
Does he/she follow directions?	1 2 3 4 5	U/A
Is he/she able to accept criticism?	1 2 3 4 5	U/A
Does he/she accept rules?	1 2 3 4 5	U/A
Is he/she punctual?	1 2 3 4 5	U/A
Is he/she reliable?	1 2 3 4 5	U/A
Does the applicant ask questions for clarification, as needed?	1 2 3 4 5	U/A
Is the applicant tolerant of others with differing backgrounds, abilities, and viewpoints?	1 2 3 4 5	U/A
Does he/she demonstrate respect for adults?	1 2 3 4 5	U/A
Does he/she demonstrate peer respect?	1 2 3 4 5	U/A
Does he/she have a professional demeanor?	1 2 3 4 5	U/A

**I DO / DO NOT recommend this applicant for participation in
Columbian Park Zoo's Zoo Teen program.**
(please circle one)

Additional Comments:

Signature _____

Date _____

Release of information:
 The material on this evaluation sheet will help determine the Zoo Teen candidates for the 2020 season. Please select an option for the disclosure of this information.
 I give permission to provide the candidate with full disclosure of the above information.
 Material in this evaluation may be disclosed to the candidate, with the exception of my identity.
 I choose to not allow the disclosure of this evaluation to the applicant.

Please feel free to contact Jennifer Spence at 765-807-1558 with any questions or concerns. Thank you for your help!

Does he/she engage in group discussions?	1 2 3 4 5	U/A
Does he/she follow directions?	1 2 3 4 5	U/A
Is he/she able to accept criticism?	1 2 3 4 5	U/A
Does he/she accept rules?	1 2 3 4 5	U/A
Is he/she punctual?	1 2 3 4 5	U/A
Is he/she reliable?	1 2 3 4 5	U/A
Does the applicant ask questions for clarification, as needed?	1 2 3 4 5	U/A
Is the applicant tolerant of others with differing backgrounds, abilities, and viewpoints?	1 2 3 4 5	U/A
Does he/she demonstrate respect for adults?	1 2 3 4 5	U/A
Does he/she demonstrate peer respect?	1 2 3 4 5	U/A
Does he/she have a professional demeanor?	1 2 3 4 5	U/A

I DO / DO NOT recommend this applicant for participation in Columbian Park Zoo's Zoo Teen program.
(please circle one)

Additional Comments:

Signature _____

Date _____

Release of information:

The material on this evaluation sheet will help determine the Zoo Teen candidates for the 2020 season. Please select an option for the disclosure of this information.

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Please feel free to contact Jennifer Spence at 765-807-1558 with any questions or concerns. Thank you for your help!