



ZooAide Program

Dear Prospective Volunteer:

Thank you for your interest in volunteering at the Columbus Zoo and Aquarium. We are excited to meet you and we hope this year's program will be fun and rewarding.

This program is available to teens ages 13 through 17 years who are interested in volunteering with a conservation organization. Applicants must be interested in animals, the environment and possess an enthusiasm for interacting with the public, both on Zoo grounds and at Zoombezi Bay.

Requirements:

An applicant must:

1. Be between ages 13 -17 years on or before June 1, 2012. (**No exceptions**)
2. Have an excitement about animals and the environment they are willing to share with the public.
3. Be able to commit to at least 60 hours of volunteer service between the months of June – August 2012.
4. Have access to reliable transportation to and from the Zoo.

If accepted into the ZooAide program, s/he must:

1. Attend training/orientation. The training/orientation dates will be sent to you if you are accepted into the program.
2. There is a \$40 fee associated with the ZooAide program. The fee will cover the cost of the uniform shirt, name badge, lanyard and training materials. Uniform pants and shoes will not be provided.
3. Provide own lunches and transportation to and from the Zoo during training and scheduled dates.
4. Dependably and enthusiastically show up and perform volunteer tasks on scheduled volunteer dates.

Complete and mail applications to:
Columbus Zoo and Aquarium
ZooAide Program
P.O. Box 400
Powell, OH 43065

Application deadline: **February 29, 2012**
Late or incomplete applications will not be considered.

To the Parents/Guardians:

- The ZooAide program is at least a 60 hour commitment during the summer, not only for the ZooAide, but for their family. Cooperation, support, transportation and encouragement are necessary. Please ensure that if a ZooAide is scheduled to volunteer they can make that commitment.
- Only a few of those who apply are accepted due to space limitations. Participant's performance is evaluated every day they volunteer. Any ZooAide not meeting the set standards will be dismissed from the program.
- Interested ZooAides who show an exemplary work standard will be given additional opportunities to volunteer during the school year. Additional participation will be discussed with the ZooAide near the end of the season.
- During the summer months, the Zoo may be reached by public transportation.
- We earnestly strive to keep costs associated with this program to a minimum. If you are not able to provide the necessary \$40 fee associated with this program, please contact the ZooAide coordinator at (614) 645-3571 to discuss scholarship funds.

IMPORTANT DATES FOR 2012 PROGRAM:

The application deadline is February 29, 2012.

Interviews will be held on:

Sunday March 18	1:00 – 4:00
Thursday March 22	1:00 – 4:00
Friday March 23	1:00 – 4:00
Saturday March 24	9:00 – noon
Sunday March 25	1:00 – 4:00
Thursday April 5	1:00 – 4:00
Thursday April 12	1:00 – 4:00
Saturday April 14	9:00 - noon

Acceptance notifications will be mailed the week of April 16.

Orientation sessions	To Be Determined
First Date of the Program	June 11
Last Day of the Program	August 24

To Apply:

1. The applicant must complete this application him/herself.
2. Four references must be submitted. Any adult leader (except family) may complete this form. We recommend teachers, guidance counselors, community leaders, etc.
3. Every part of this application is important, as materials will be reviewed as a whole. Interviews will be scheduled for those applicants who best meet the criteria listed in the requirements section.

Complete applications must be received to the Columbus Zoo and Aquarium by the deadline of February 29, 2012. It is strongly suggested your application is mailed on or before February 22, 2012 to guarantee delivery in time because applications and/or references postmarked February 29, 2012 obviously will not be received on or before February 29, 2012.

Incomplete or late applications will not be considered.

ZooAide Program Application

Complete and mail to: Columbus Zoo and Aquarium • ZooAide Program • P.O. Box 400 • Powell, OH 43065

Please print legibly

No late or incomplete applications will be accepted.

Application deadline is: February 29, 2012

Name _____

Home Address _____

City _____ State _____ Zip _____

Applicant Phone (____) _____ Date of Birth (mm/dd/yyyy) _____

Applicant E-mail _____

Are you homeschooled? Yes No Grade Level _____

School you will be attending _____

Are you fluent in another language? Yes No If yes, what language(s)? _____

Name of Mother or Guardian _____

Home Address _____

(if different from above)

City _____ State _____ Zip _____

Cell Phone (____) _____ Work Phone (____) _____

E-mail address _____

Name of Father or Guardian _____

Home Address _____

(if different from above)

City _____ State _____ Zip _____

Cell Phone (____) _____ Work Phone (____) _____

E-mail address _____

Do you have access to reliable transportation to and from the Zoo? Yes No

Are you applying for financial aid? Yes No

(If yes, please include a short letter stating financial need)

How did you hear about this program? _____

(If a friend referred you, please provide that person's name)

Supplemental Questions

Please answer these questions YOURSELF. They help us learn more about you. If you need more space, please use a separate sheet of paper, clearly marked with your name and the question number beside your answers. You may type or print your answers. If you choose to print, please be sure to **print legibly**.

1. What do you hope to gain from being a ZooAide?
2. What other volunteer experience do you have? (Please list the organization, your length of service and a description of your role as a volunteer.)
3. In what extra-curricular activities/hobbies/sports do you participate? (school or non-school related)
4. How would your closest friend describe you?
5. What is one thing you've done in your life that you are particularly proud of?
6. Why should we choose you for the ZooAide program? What makes you stand out?

7. Describe a leadership role that you have held? What skills did you use to make leading the group successful? What did you learn from the experience?

8. What interests you about volunteering at the Zoo?

9. Give an example of a time you did something wrong. How did you handle it?

Why do you want to be a part of the ZooAide program? (Circle all that apply.)

Gain Experience **Community Service** **Meet New People**
School Requirement **Club Requirement** **Other:** _____

I agree that the attached documents have been read, and the application has been completed thoroughly and truthfully without omission or embellishment to my abilities and/or experiences. It is understood that this application, as well as further documents, will remain confidential within Columbus Zoo and Aquarium's Volunteer Organization. I further understand that if accepted as a volunteer at the Columbus Zoo and Aquarium, the relationship may be terminated with or without cause, and without notice, at any time, at the option of the Columbus Zoo and Aquarium or myself.

If accepted into the program, I agree to commit to at least 60 hours of volunteer service. I confirm that I have completed this application by myself.

Signature _____ Date _____

Parent or Guardian signature _____ Date _____

Please return this form and four recommendation forms to:
 Columbus Zoo and Aquarium, ZooAide Program, P.O. Box 400, Powell, OH 43065

Only those with complete applications will be considered for the volunteer program. A complete application consists of this application form (**both sides**) and four recommendation forms completed by four separate adults who are **not** related to the applicant (preferably teachers, scout leaders, etc). Recommendation forms may be sent to the Zoo separately, however they must arrive at the Zoo by the application deadline.

NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED.

ZooAide Program Volunteer Reference Form

Complete and mail to: Columbus Zoo and Aquarium • ZooAide Program • P.O. Box 400 • Powell, OH 43065
Application deadline is: February 29, 2012

Applicant's name: _____

To the applicant:

Put your name on this form then give it to an adult reference (other than a relative) at least two weeks prior to the application deadline, along with a stamped envelope addressed to the Zoo. Ask them to mail it as soon as possible as we will not review your application without four completed references. Please remember to thank them for their help.

To the adult giving the reference:

The applicant above is applying to the Columbus Zoo and Aquarium's ZooAide Teen Volunteer Program. ZooAides are teens, ages 13-17 years, who are interested in animals and the natural world. Their focus will be primarily public education and they should be outgoing enough to successfully interact with the public. They will be asked to work in a variety of areas; consequently a strong work ethic is extremely important.

All responses will be kept confidential. Your honest input regarding the applicant is very important to us as we will have limited time with each applicant. If you have any questions regarding this program, please contact the coordinator at (614) 645-3571.

Forms must be received no later than February 29, 2012. Thank you for your time and assistance.

Reference's name: _____

In what capacity have you known the applicant? _____

How long have you known the applicant? _____

How strongly would you recommend this student?

- With great enthusiasm With confidence With some confidence
 With reservation I do not recommend

Please complete reverse side

How would you describe the applicant's ability to follow directions?

Has the applicant demonstrated responsibility?

How well does the applicant work with other youth and adults?

How well does the applicant adapt when the situation changes?

How would you characterize the applicant's leadership ability?

Please rate this applicant on the following characteristics using the following scale:

1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good and 5 = Excellent.

Analysis/Problem Solving	_____	Cooperativeness	_____
Creativity/Innovation	_____	Emotional Maturity	_____
Leadership	_____	Motivation	_____
Oral Communication Skills	_____	Self-Discipline	_____
Self-Reliance	_____	Reaction to Criticism	_____

Additional comments. Please include any information that would help us in placing this applicant in a volunteer position. Include information about special interests, qualities, abilities, or experience pertaining to this applicant.

Signature _____ Date _____