



**Brandywine Zoo**  
Summer 2012  
Teen Internship  
Application Form

The Brandywine Zoo offers a unique opportunity for teens to experience many facets of working in a zoo or like institution. Our first and foremost goal is to meet our Education Mission of "enhancing and enriching peoples' understanding and respect of the complex relationships among all living things and inspire wildlife conservation." This being said, our focus is on our zoo guests and providing for them a quality experience. We do this by aptly placing individuals according to their skills, qualifications, attitude, and availability. Preference will go to those that have served with the zoo previously and have proven themselves to be a valuable part of our education team. Additional candidates are placed based on their written application, interview, and letters of recommendation. It is important for each candidate to put forth great effort to express their desirability for this internship. Candidates that score high will be asked to serve for a longer time frame and receive more experience. Candidates with lower scores will be scheduled for less amounts of time, but with the hopes of them providing them the opportunity for us to get to know them better and to enhance their qualifications and skills to be a top-notch interpreter/counselor.

NAME: \_\_\_\_\_  
(Last) (First) (M.I.)

ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip)

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
May we call you during day-time hours? YES \_\_\_\_\_ NO \_\_\_\_\_

EMAIL (required for participation): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade completed: \_\_\_\_\_

Are you applying to volunteer to fulfill a service requirement? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, please list the school or organization which has required you to do so (include Principal's or Director's Name and Address):

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony or class A misdemeanor?  
No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_

Do you have any allergies that we should be aware of?

If yes, please specify \_\_\_\_\_

Do you have any special needs or medical conditions we should be aware of?

If yes, please specify \_\_\_\_\_

Do you feel that you have any physical or medical limitations (**including summer weather conditions**), which may interfere with your ability to carry out certain assignments?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify \_\_\_\_\_

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Please answer the following questions:

**How did you hear about this intern program at The Brandywine Zoo?**

**What kind of experience do you have working with the public?**

**Do you have any experience with teaching or public speaking? Please explain.**

**Have you ever worked at a camp or children's program before? Please explain.**

**Do you have any previous volunteer experience? Please explain.**

**What special skills do you have that will benefit the Brandywine Zoo and our Summer Teen Intern Program?**

## AVAILABILITY:

The Brandywine Zoo Summer Teen Internship Program runs from June 2<sup>nd</sup> through September 1<sup>st</sup>.

All applicants must be available for the listed requirements associated with each internship position to be considered. Preference will be given to applicants with more consecutive weeks of availability and more overall availability.

Intern applicants may apply for **just the Zoo Naturalist position or for Zoo Naturalist and Zoo Camp Counselor position**. Applicants may not apply just for the Zoo Camp Counselor position alone.

Those that apply for **both** the Zoo Camp Counselor and Zoo Naturalist position will increase their chances of being selected for the internship program.

Schedules will be made and assigned based upon your stated availability, the zoo's needs, and qualifications of the candidate. Schedules will be provided by May 19, 2012.

### Zoo Naturalist Position

- Please rank every slot below based upon your availability. Do NOT leave any sections blank.
  - **A = Preferred dates**
  - **B = Available Dates**
  - **C = Not Available**
- All applicants must be available for the Zoo Naturalist position a **MINIMUM of 4 "A" weeks/shifts**. Applicants who mark less than 4 "A" weeks/shifts may not be considered for the intern program.
- Preference will be given to applicants with more consecutive weeks/shifts of availability *and* more overall availability. **Our ideal candidate will be available for MORE than 4 weeks/shifts!**
- Applicants must be available **EVERYDAY** for their date selections, either Saturday through Tuesday or Wednesday through Saturday, no exceptions.
- Zoo Naturalists are required to be present from **9:30am to 4:00pm** each day.

Availability (mark every line with either an A, B, or C)	Zoo Naturalist Dates (Required to be here every day during and between dates listed, Saturday through Tuesday or Wednesday through Saturday)	Teen Applicant Initials	Parent/Guardian Initials
	June 2-5 (Sat.-Tues.)		
	June 6-9 (Weds. – Sat.)		
	June 9-12 (Sat.-Tues.)		
	June 13-16 (Weds. – Sat.)		
	June 16-19 (Sat.-Tues.)		
	June 20 -23 (Weds. – Sat.)		
	June 23-26 (Sat.-Tues.)		
	June 27-30 (Weds. – Sat.)		
	June 30 – July 3 (Sat.-Tues.)		
	July 4-7 (Weds. – Sat.)		
	July 7-10 (Sat.-Tues.)		
	July 11-14 (Weds. – Sat.)		

<b>Availability</b> (mark every line with either an A, B, or C)	<b>Zoo Naturalist Dates</b> (Required to be here every day during and between dates listed, Saturday through Tuesday or Wednesday through Saturday)	Teen Applicant Initials	Parent/Guardian Initials
	July 14-17 (Sat.-Tues.)		
	July 18-21 (Weds. – Sat.)		
	July 21-24 (Sat.-Tues.)		
	July 25-28 (Weds. – Sat.)		
	July 28-31 (Sat.-Tues.)		
	August 1-4 (Weds. – Sat.)		
	August 4-7 (Sat.-Tues.)		
	August 8-11 (Weds. – Sat.)		
	August 11-14 (Sat.-Tues.)		
	August 15-18 (Weds. – Sat.)		
	August 18-21 (Sat.-Tues.)		
	August 22-25 (Weds. – Sat.)		
	August 25-28 (Sat.-Tues.)		
	August 29 – Sept. 1 (Weds. – Sat.)		

### **Zoo Camp Counselor Position**

- Please rank every slot below based upon your availability. Do NOT leave any sections blank.
  - **A = Preferred dates**
  - **B = Available Dates**
  - **C = Not Available**
- All applicants must be available for the Zoo Camp Counselor position a **MINIMUM of 4 “A” weeks/shifts**. Applicants who mark less than 4 “A” weeks/shifts may not be considered for the intern program.
- Preference will be given to applicants with more consecutive weeks/shifts of availability *and* more overall availability. **Our ideal candidate will be available for MORE than 4 weeks/shifts!**
- Applicants must be available **EVERYDAY** for their date selections, Monday through Friday, no exceptions.
- Zoo Camp Counselors are required to be present from **7:45am to 4:15pm** each day.

Complete ONLY in addition to your availability for Zoo Naturalist Dates.

<b>Availability</b> (mark every line with either an A, B, or C)	<b>Zoo Camp Counselor Dates</b> (Required to be here every day during and between dates listed, Monday through Friday)	Teen Applicant Initials	Parent/Guardian Initials
	June 6-8		
	June 11-15		
	June 18-22		
	June 25-29		
	July 2-6 (no camp July 4 <sup>th</sup> )		
	July 9-13		
	July 16-20		
	July 23-27		

<b>Availability</b> (mark every line with either an A, B, or C)	<b>Zoo Camp Counselor Dates</b> (Required to be here every day during and between dates listed, Monday through Friday)	Teen Applicant Initials	Parent/Guardian Initials
	July 30 - August 3		
	August 6-10		
	August 13-17		

Please fill in your name and sign below:

I certify that I, \_\_\_\_\_, am available according to my ranking as indicated on this application. I understand that if I fail to complete my assigned time commitment that I will be terminated from the program with no credit and no reference.

Applicant Signature and Date: \_\_\_\_\_

Parent/Guardian Signature and Date: \_\_\_\_\_

**Summer Teen Internship Essay**

Please **type** on a separate attached piece of paper why you want to be a Brandywine Zoo Summer Teen Intern. Please include what strengths or qualifications would make you an outstanding candidate for our program AND how you plan to “Edu-tain” (educate and entertain) our Zoo Guests. (Minimum of 100 words, maximum of 250 words)

**Intern candidates must:**

- 1) **Successfully complete the application/interview process**
- 2) **Attend the MANDATORY training session on Saturday, May 19<sup>th</sup> from 9:00am to 4:00 pm. No exceptions!**
- 3) **Be able to commit to the required time commitment.**

\_\_\_\_\_ **Yes, I am available for the mandatory training date of May 19<sup>th</sup> and will attend if invited.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EMERGENCY INFORMATION:** (Please provide the names of people we can contact in an emergency)

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(Name) (Relationship) (Phone Number)

Or, if unable to reach the above person(s), please contact:

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(Name) (Relationship) (Phone Number)

## **IMPORTANT: VOLUNTEER POLICY**

Make sure you have read and understood the following:

The Division of Parks and Recreation (henceforth referred to as the Division) and the Delaware Zoological Society (henceforth referred to as the Society) cannot guarantee placement. The Division and Society will, however, make every effort to match volunteer applicants to volunteer opportunities.

The Division and Society reserves the right to reject a candidate for any reason which the Division and Society, in its sole judgment, determines will or may affect the best interests of the Division or Society. Furthermore, the Division and Society reserves the right to withhold the reason(s) for such refusal.

The Division and Society accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Division and Society. Volunteers agree that the Division and Society may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Division and Society.

Volunteers may at any time, for whatever reason, decide to sever the volunteer's relationship with the Division and Society. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor. If a volunteer is terminated from the program or they decide to leave they may not receive credit for previous hours worked and will not receive a service letter.

The Division and Society do not provide Worker's Compensation or any other insurance coverage for volunteers.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Age of teen if under 18)

\_\_\_\_\_  
(Date)

### **REQUIRED IF UNDER 18 YEARS OF AGE:**

I certify that my son/daughter is fully capable of participating as a volunteer and has my permission to be assigned. I have also read and understand the above Volunteer Policy.

\_\_\_\_\_  
(Signature of Parent or Guardian)

\_\_\_\_\_  
(Date)

Return completed application to:

**The Brandywine Zoo Education Department  
Re: Summer Teen Internship Program  
1001 North Park Drive  
Wilmington, DE 19802  
Fax: 302-577-7480**

**REFERENCES:** The following page is a reference form. Please have **two** people, **other than family members**, who are familiar with your qualifications, complete this form and return to the address provided. Thank you.



Brandywine Zoo  
Summer 2012  
Teen Internship  
**Reference Form**

The Brandywine Zoo's unique internship program offers teens, ages 14 and up, the opportunity to work in the zoo as: a Zoo Camp Counselor: helping lead our summer camp program for children ages 4-11 **AND** Zoo Naturalist: leading informal educational programs for the zoo guests.

**Letter due by: May 7<sup>th</sup>, 2012.**

Prospective Teen Intern Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

1. How well would you say this person works with children?
2. How well would you say this person works with adults?
3. Describe this person's willingness to learn and ability to ask for help when needed.
4. Is this person reliable?
5. Would you hire this person to work for you?
6. Can you tell me why you think this person would make a good candidate for our internship program? What are his/her strengths?
7. Would you say this person is interested in wildlife conservation and education?

Please mail or fax to:

The Brandywine Zoo Education Department, Re: Summer Teen Internship Program  
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Fax: 302-577-7480



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