



# UTICA ZOO

ONE UTICA ZOO WAY, UTICA, NY 13501

P: 315.738.0472 F: 315.738.0475

UTICAZOO.ORG

## Volunteer Application

**All applicants must be over the age of 18**

### **CONTACT INFORMATION**

Name	
Street Address	
City, State, Zip	
Home phone	
Cell Phone	
Email	
Date of Birth	

### **AVAILABILITY**

Indicate your availability

Weekday	Weekend	<input type="checkbox"/> Anytime needed
<input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons	<input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons	

Desired hours: I would like to volunteer \_\_\_\_\_ hours over the course of \_\_\_\_\_ weeks.

### **INTERESTS**

Indicate which volunteer position you are applying for (descriptions can be found on page 3 and 4)

- |  |   |
|--|---|
| <input type="checkbox"/> <i>Animal Care</i>    | <input type="checkbox"/> <i>Grounds and Maintenance</i> |
| <input type="checkbox"/> <i>Special Events</i> | <input type="checkbox"/> <i>Zoo Ambassador Program</i>  |
| <input type="checkbox"/> <i>Administrative</i> | <input type="checkbox"/> <i>Docent Program*</i>         |

### **SPECIAL SKILLS/QUALIFICATIONS**

Summarize any specific skills and qualifications you have obtained from employment, education, previous volunteerism, hobbies, and/or other activities.



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### **PREVIOUS VOLUNTEER EXPERIENCE**

Please summarize past volunteer experiences

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### **EMERGENCY CONTACT INFORMATION**

Name	
Street address	
City, state, zip	
Home phone	
Cell phone	
Email	
Relation	

### **AGREEMENT AND SIGNATURE**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Printed Name	
Signature	
Date	

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

All Board members, paid staff and volunteers over 18 years of age will be required to submit a background check. Form to be provided.

Completion of this form does not guarantee that you will be offered a volunteer position at Utica Zoo. All applications will be kept on file for one year.

**Thank you for completing this application form and for your interest in volunteering with us.**

Please return completed form to Kyla Grose at:

One Utica Zoo Way, Utica, NY 13501 Phone: 315-738-0472 Fax: 315-738-0475 Scan/email: [info@uticazoo.org](mailto:info@uticazoo.org)



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## Volunteer Position Descriptions

**Special Events Volunteers:** Events volunteers are responsible for a variety of tasks and are essential to the success of any Zoo fundraising event. Utica Zoo has 6 major annual fundraising events as well as several other impromptu fundraisers that can take place at any time. Volunteers can be seen in all aspects of an event. Tasks can include but are not limited to: planning, building décor, decorating, picking up donations from community donors, crowd distraction, security, parking, food service, various “event specific tasks”, cleanup, and storage/organization. Please note that signing up for a specific event does not guarantee that you will be assigned to work that event. Please submit applications at least ONE MONTH prior to the event. Some events require specific volunteer training.

<i>Must be at least 18 for:</i>	<i>Must be at least 21 for:</i>
Eggstravaganza	Wine in the Wilderness
Earth Day	Brewfest
Spooktacular	
Holiday Hoot	

**Administrative Volunteers:** From time to time, our office crew has large projects that they require extra hands with. Some of these projects include bulk mailing, rolling change, filing, data entry, and general clerical work. These positions are filled on a per diem basis and submitting an application for these positions does not guarantee placement.

**Animal-Care Volunteers:** If you love working with and learning about different species of animals, this program may be for you. Animal-care volunteers work side by side with our animal care staff to keep our animals and exhibits clean, safe, and healthy. This can be physical work in sometimes harsh conditions, so you will need to be prepared for tough work! Those applying for animal care volunteer positions should note that there is a time commitment of at least 4 hours per week with a minimum of 6 months. Also, these positions are limited and filled on an “as needed” basis. You must be at least 18 years old to apply for an animal care volunteer position and submit a current Mantoux test.

**Zoo Ambassadors:** This is a relatively new program that is customer service based. Zoo Ambassadors will serve as a host for visitors with questions/comments about the zoo. We are looking for people with excellent people skills. Some of the duties associated with this position include: setting up and manning a membership table during weekends and high traffic days, greeting and directing visitors to exhibits, and assisting gift shop with crowd control. This position requires an extensive knowledge of the zoo.



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**Grounds and Maintenance Volunteers:** Utica Zoo has over 30 acres of lawns, gardens, forests, flowerbeds, ponds, and buildings to maintain. Experience in painting, carpentry, or landscaping is encouraged but not required. Maintenance volunteers work directly with our Maintenance and Grounds staff to keep the zoo a beautiful and clean place to visit.

**Docent\*:** A docent is by definition a teacher, or volunteer who educates the public about animals, their environment, and conservation. The Utica Zoo docents work closely with the education department staff, by helping with educational programs (both on-site and at locations away from the zoo), with the care and cleaning of education animals, animal enrichment, and projects. Some job functions include: attending necessary training and certification classes, meeting the minimum time requirement of 40 hours per year, public speaking, the ability to stand outside for 3 hours, and having a positive attitude.

\*There are required fees for docent orientation classes as well as annual contributions to the docent organization.