

“Our Big Backyard” Internship **Job Description**

POSITION TITLE: “Our Big Backyard” Intern
CLASSIFICATION: Internship (Unpaid)
DEPARTMENT: Education
REPORTS TO: Children’s Zoo Program Manager/AmeriCorps Assistant
SEASONS/HOURS: Spring (March – May), Summer (June-Aug.), or Fall (Sept. – Dec.)
24-32 hours/week

JOB REQUIREMENTS

A. Summary of Responsibilities

A “Our Big Backyard Intern” is a competitive program and a valued member of “Our Big Backyard” exhibit team. Primarily responsible for observing and facilitating children’s play experiences as well as providing resources for zoo patrons in the activity play spaces located within the “Our Big Backyard” exhibit. Interns in this area get additional experience assisting with volunteer coordination, visitor study, and guest engagement evaluations. Must be enthusiastic, willing to learn, and foster a safe environment for our patrons. *Note – this position does not work directly with our animal collection.

B. Essential Job Functions

1. Responsible for opening/closing the “Our House” center and arrive and leave at scheduled times.
2. Open and close volunteer shifts, and help maintain volunteer resources.
3. Conduct visitor observations/questionnaires using pre-developed study tools. Interns must create a document on their findings by the end of their term.
4. Monitor a variety of Play Stations including:
 - **Indoor** - Nature Swap (requires computer use), Great Room, Greenhouse
 - **Outdoor** - Drip Drop Water Play Station / Creativity Play Station / Sticks and Stones Building Station / Treehouse
5. Appropriately communicate and liaison with staff, volunteers, and zoo patrons
6. Assist in the supervision, safety, and welfare of children and zoo patrons
7. Adhere to RWPZoo’s “Wardrobe and Appearance” guidelines and be professionally identified by wearing a provided “Play Partner” staff apron.

WORK ENVIRONMENT

The Internship program operates within the Roger Williams Park Zoo’s “Our Big Backyard” exhibit. It is a 1.2 acre space developed to create meaningful connections to nature through play and exploration. While performing the duties of this job, the Play Partner has access to an office and bathroom facilities.

Work environment is a combination of outdoor and indoor settings. We expect a fun and friendly atmosphere, kindness, teamwork, professionalism, and new ideas. In return we can provide development of early childhood teaching skills, enhancement of play work expertise, service hours for secondary school and higher academic requirements, and increase in native wildlife knowledge.



“Our Big Backyard” Internship Application

***Must be 18 or older to apply for this position**

Please type or print clearly

Name: _____ Today's Date: _____ Birthdate: _____

Address (Street, City, State, Zip code): _____

Email: _____ Cell Phone: _____ Home Phone: _____

Emergency Contact #1:

Emergency Contact #2

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Contact Phone: _____

Contact Phone: _____

1. How did you learn about the “Our Big Backyard” Intern program at Roger Williams Park Zoo?

2. Are you seeking school credit for this internship? If so, please attach requirements for credit and a letter from your advisor.

3. Why are you interested in the internship?

4. What are your expectations for the internship?

5. What makes you qualified for this internship?

EDUCATION		
High School	Location	Area of Interest
Business/Vocational/College	Location	Major area of study
Currently attending school?	If so, please name school & field of study:	

Have you ever been convicted of a crime (other than a juvenile offense) in the past ten years? (Do not state arrests, only convictions.) If yes, explain:

Please remember to complete the attached Background Check and Waiver and mail or fax (fax # 401-941-3988) your completed application to:

**Roger Williams Park Zoo
1000 Elmwood Ave
Providence, RI 02907
Attn: Manager of Volunteer Resources**

If you have any questions about being a Play Partner, please contact the Children's Zoo Program Manager: **Chris Hitchener - chitchener@rwpzoo.org or 401-785-3510 x353**



**VOLUNTEER APPLICATION
CRIMINAL BACKGROUND CHECK FORM**

(For applicants 18 or older only)

NAME (PLEASE PRINT) _____

DATE OF BIRTH _____

SOCIAL SECURITY # _____ -- _____ -- _____

Disclaimer

I, _____, request that the Bureau of Criminal Identification
of the Department of Attorney General for the State(s) of:
(list all states lived in for past 10 years)

_____ to make available to me any criminal record that I may have on file with the Bureau of Criminal Investigation.

I hereby waive and release any and all manner of actions, cause of actions, and demands of every kind, nature and description, arising from any release of criminal records and requests therefrom, whatsoever against the state(s) of
(list all states lived in for past 10 years)

Bureau of Criminal Identification, the Attorney General, and the employees of the Attorney General's Office in both law and equity, which I may now have or in the future may have.

Signature of Applicant

Date