

ZooTeen Program Application Packet 2010



Are You:



Between 15 & 17 years old?



Interested in Animals & Conservation?



Interested in Community Service?



Interested in Developing Leadership Skills?



Interested in Having Fun and Building Friendships?

Contact Information

Youth Programs Office
Franklin Park Zoo
One Franklin Park Road
Boston, MA 02121

(617) 989-3746

youthprogram@zoonewengland.com



Franklin Park



NEW ENGLAND



MASSACHUSETTS CULTURAL COUNCIL

ZooTeen Program

Thank you for your interest in youth opportunities at Franklin Park Zoo. The ZooTeen Program is a creative and meaningful summer employment opportunity for highly motivated youth between 15 - 17 years of age with an interest in environmental education, animal care and conservation, Zoo operations, and most importantly, community service. This information packet contains an overview of the program, program requirements, an application and reference forms.

Before you get started, please read through the materials thoroughly. It is important that you decide whether or not this program is right for you. You may be thinking, "Great! I love animals. I want to work at the Zoo!" The Franklin Park Zoo does have a wonderful and diverse animal family; however ZooTeens will spend the majority of their time interacting with our human guests or Zoo staff. Please consider this aspect of the program before you apply. Once you are accepted, we will rely on your commitment for the full program. Most importantly we want you to enjoy this time at the Zoo and be able to make the most of the program!

Program Requirements

Successful applicants must:

- 🐾 Be registered with the Boston Youth Fund's Mayor's Hopeline for their application to be considered **(No Exceptions!)** Register at <http://www.bostonyouthzone.com/teenzone/employment/byf/>
- 🐾 Be age 15 - 17 years old
- 🐾 Submit a completed application, including:
 - 🐾 Application filled out in its entirety by the student, including essay questions
 - 🐾 2 mandatory and 1 optional reference forms from adults (not relatives)
- 🐾 Complete a mandatory interview
- 🐾 Have a passion for animals and wildlife conservation
- 🐾 Be willing to work outdoors in all types of weather
- 🐾 Be outgoing, hardworking, and serious about learning.



If accepted, you must:

- 🐾 Provide proof of negative TB (tuberculosis) test within the past 3 months prior to the start of the program. This is not a vaccine. It is a skin test that must be checked at your doctor's office 72 hours after it is administered.
- 🐾 Attend a mandatory orientation session at the start of the program
- 🐾 Adhere to program rules and policies
- 🐾 Make a commitment to work 25 hours per week throughout the 6 week summer program
- 🐾 Attend a mandatory orientation on the first day of the program

2010 Program Overview

The ZooTeen Program is a unique and exciting program that allows students to become part-time Zoo employees. Participants engage in a variety of experiences that provide them with opportunities to serve their community, develop career skills, and broaden their understanding of the Zoo's mission. Zoo New England ZooTeens work 25 hours per week for 6 weeks throughout the summer. ZooTeen positions are available in a variety of departments throughout Franklin Park Zoo - Community Relations, Education, Guest Services, Facilities, Membership, Security and Animal Care including Bird's World and the Children's Zoo. As a ZooTeen you will have the opportunity to participate in a Professional Development series to help prepare you for entry into the workforce, as well as complete a Community Service Day.

Please keep this page to refer to program information.

ZooTeen Program Application Summer 2010



Please type or print in ink both the front and back portions of the application. Incomplete or late applications will not be considered.

Youth Information

Last Name	First Name	Middle Initial	Nickname	HOPELINE #
Name of School		Current Grade (ex. 10th)	Date of Birth	Age

Contact Information

Street Address	Apartment Number	
City	State	Zip Code
() -	() -	@
Home Telephone Number	Cell Phone Number	E-mail Address

Parent or Guardian Contact Information

Last Name	First Name	Relationship
() -	() -	@
Home Telephone Number	Work Phone Number	Cell Phone Number

Last Name	First Name	Relationship
() -	() -	@
Home Telephone Number	Work Phone Number	Cell Phone Number

What is the best number to leave messages for you? _____

Other Important Information

How did you hear about this program? _____

Have you ever been convicted of a felony? (Y/N) _____ (Answering yes does not preclude all employment)

If yes, please elaborate: _____

Do you have any obligations during the summer that we will need to schedule around? (Y/N) _____

If yes, please indicate the obligation and the days and times you will not be available. (ex. Summer school Tuesday and Thursdays from 8 a.m. - 11 a.m. or family vacation July 10 - July 16) _____



Previous Experience

Work Experience	
Company	Dates
<i>Please describe your duties below</i>	
Work Experience	
Company	Dates
<i>Please describe your duties below</i>	

Volunteer Experience	
Company	Dates
<i>Please describe your duties below</i>	
Volunteer Experience	
Company	Dates
<i>Please describe your duties below</i>	

Position Preference (Description on last page)

Please indicate your **1st, 2nd, and 3rd choices only** for a summer position. We will do our best to place you in one of your top choices; however, you will be placed in the position that best suits you based on your application, essay, and interview.

- | | |
|---|---|
| <input type="checkbox"/> Education Interpreter | <input type="checkbox"/> Horticulture Assistant |
| <input type="checkbox"/> Jr. Camp Counselor | <input type="checkbox"/> Keeper Aide (Bird's World or Children's Zoo) |
| <input type="checkbox"/> Membership Ambassador | <input type="checkbox"/> Facilities Crew Member |
| <input type="checkbox"/> Jr. Security Officer | <input type="checkbox"/> Guest Services (Concessions & Gift Shop) |
| <input type="checkbox"/> Administrative Assistant | |

Interests

I am most interested in ... (Please check only 2)

- | | | |
|---|---|--|
| <input type="checkbox"/> working with kids | <input type="checkbox"/> being involved in my community | <input type="checkbox"/> being outside |
| <input type="checkbox"/> environmental issues | <input type="checkbox"/> interacting with people | <input type="checkbox"/> doing projects |
| <input type="checkbox"/> helping people learn | <input type="checkbox"/> details of running a business | <input type="checkbox"/> zoology |
| <input type="checkbox"/> organizing | <input type="checkbox"/> learning about animals | <input type="checkbox"/> working with others |
| <input type="checkbox"/> working in a team | <input type="checkbox"/> speaking in front of groups | <input type="checkbox"/> working alone |

Essay Section

All positions at Zoo New England require excellent communication skills, the ability to follow directions, and the ability to accept and respond positively to feedback. With that in mind, please answer all three questions below on a separate piece of paper. Please print clearly or type in 12-point font, single spaced: (MINIMUM OF 100 WORDS EACH FOR QUESTION 2 & 3)

- 1) Please list 3 words that best describe your personality.
- 2) What do you think you can contribute to Franklin Park Zoo?
- 3) Why are you interested in working at Franklin Park Zoo in your first choice position, and what do you hope to gain from the experience?

Reference Instructions

Enclosed are three reference forms. The Personal and School forms are mandatory and the Professional form is optional.

The individual giving the reference should mail the reference directly to the Youth Programs Office with their signature across the seal of the envelope. **No references should arrive with this application.** Provide your references with pre-addressed stamped envelopes. **Forms should arrive in the Youth Programs Office by the application deadline**, so give the forms to your references early so that they will have ample time to complete and mail them.

Application Checklist

Have you ...

- Provided a HOPELINE number obtained from the Boston Youth Fund?
- Read over the qualifications and instructions for the Summer ZooTeen position?
- Completed all parts of this application, including essays and signatures (yours and your parent/guardian)
- Given the reference forms to the appropriate person with the top portion filled out and a stamped envelope addressed to the Youth Programs Office at Franklin Park Zoo?
- Carefully read each job description and chose the best one for you?
- Answered all questions thoroughly?
- Handed in or mailed your application by the deadline of March 12, 2010?

Required Signatures

I understand that in order to be eligible for a ZooTeen position over the summer at Zoo New England, I must be a Boston resident, I must qualify for the Boston Youth Fund, and I must be registered on the HOPELINE and have a HOPELINE number. I hereby certify that I have been truthful on this application and that all information is true. Further, I give Zoo New England permission to check my references.

Student Signature

Date

Parent/Guardian Signature

Date

SEND COMPLETED APPLICATIONS TO:

Youth Programs Office
Franklin Park Zoo
1 Franklin Park Road
Boston, MA 02121

Please make sure applications are received in the Youth Programs Office by March 12, 2010

For Office Use Only

Received

Acknowledged

Contacted

Interview

Department Interview

Reference

Reference

Yes/No

Reason

Waiting list

Offered

Orientation

Position Descriptions

Education Department

Education Interpreter

Assist guests in interpreting and learning about Zoo New England's exhibits and programs, act as a good will guide by helping in answering questions/comments from visitors, attend various continuing education events such as lectures/trainings (Interpreters will receive paid training about Zoo exhibits and interpretation through special classes).

Junior Camp Counselor



As an important part of 2010 ZooCamp Staff, the Junior Counselor (JC) works in partnership and under the guidance of a Senior Counselor, managing and leading a group of kids, ages 6-11. JC's will assist with instruction of fun and educational activities, games, all camp programs, and group safety. Activities are focused on animal and environmental curricula as well as team and friendship building skills. JC's will receive training on teaching strategies, curricula, Zoo exhibits and rules & regulations of the Zoo and ZooCamp.

Membership & Admissions Department

Membership Ambassador/Guest Guide

Membership Ambassadors will greet and assist guests with purchases of Zoo memberships and promote benefits of membership to Zoo New England, its programs and mission.

Guest Services

Concessions & Gift Shop

Assist guest services staff with day-to-day operation of Franklin Park Zoo, which may include but are not limited to: food prep, food runner, gift sales, customer service, count, mark, and secure incoming merchandise, and assistance with rides and other attractions. No two days are the same!

Administration Department

Administrative Assistant

Positions available in Community Relations, Animal Management, Development, Marketing, and Accounting departments, assisting staff with day-to-day operations and special projects, answering phone/e-mail correspondence, transferring calls to appropriate individuals, and providing general information regarding Franklin Park and Stone Zoo operating hours, activities, and events.

Living Collections Division

Horticulture Associate (Gardener)

Assist the Horticulture Department with the preparation, installation and maintenance of the Zoo's expansive grounds. Gardeners assist with planting, pruning, watering, weeding, cleaning and performing other related maintenance activities.

Keeper Aide (Children's Zoo or Bird's World)

As a Keeper Aide you will be exposed to the natural history and husbandry of the animals under your care. You will assist the Children's Zoo or Bird's World Keepers with diet preparation and the care of the animals, reptiles, and education program animals.

Facilities Department

Facilities Crew Member

Assist the Facilities Department with the preparation, installation and maintenance of the Zoo's grounds. Facilities Crew Members assist with grounds crew, upkeep of facilities, working on exhibits and animal holding areas, and other projects.

Security Department

Junior Security Officer

As a Junior Security Officer you will be responsible for, patrolling the Zoo grounds (on foot or by bicycle), enforcing all parking regulations, ensuring visitors are parking correctly and assisting in parking of visitors in Longview Hill Lot and on Glen Lane.

ZooTeen Personal Reference Form



Summer 2010

Reference Directions

The personal reference form should be from a source that you have known on a more personal level in a mentoring capacity. **This reference should not be a member of your family.** Family friends, clergy, coaches, or other community members are appropriate if they have worked with you in a volunteer, community action, or employment situation. Please fill out the form in as much detail as possible and return it directly to the Youth Programs Department at Franklin Park Zoo, using the stamped envelope provided by the applicant. **Envelopes should be signed across the seal by the reference.**

Please type or print in ink both the front and back portions of this form.

Applicant Information (to be filled out by applicant)

Last Name	First Name	HOPELINE Number
() -	() -	@
Home Telephone Number	Cell Phone Number	E-mail Address

Reference Information (Reference, please fill out the remainder of this form)

Last Name	First Name	Relationship to Applicant
Job Title	Name of Organization (School, team, church, etc.)	
() -	@	
Telephone Number	E-mail Address	Date

Evaluation Section

Please check the box in each category that most accurately describes the candidate.

	Excellent	Good	Average	Fair	Poor	Unknown
Oral Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regard for Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regard for Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior in a Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Follow Directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please sign and complete the form on the other side.

Additional Comments

Please use this space or attach a typed letter to provide additional comments about the applicant.

Referral

I recommend this student to the Franklin Park Zoo Summer ZooTeen Program:

_____ with Great Enthusiasm _____ with Confidence _____ with Some Confidence
_____ with Reservation _____ I do not recommend this student.

Signature

I hereby certify, that as a mentor to this student, I have been truthful on this form and that all information contained herein is true to the best of my knowledge.

Reference Signature

Date

Please seal in envelope, sign across the seal, and mail to:

Youth Programs Office
Franklin Park Zoo
One Franklin Park Road
Boston, MA 02121

**ZooTeen
School Reference Form**

Summer 2010



Reference Directions

This form should be filled out by a teacher, guidance counselor, or equivalent school administrator. Please fill out the form in as much detail as possible and return it directly to the Youth Programs Department at Franklin Park Zoo, using the stamped envelope provided by the applicant. **Envelopes should be signed across the seal by the reference.**

Please type or print in ink both the front and back portions of this form.

Applicant Information (to be filled out by applicant)

Last Name () -	First Name () -	HOPELINE Number @
Home Telephone Number	Cell Phone Number	E-mail Address

Reference Information (Reference, please fill out the remainder of this form)

Last Name	First Name	Relationship to Applicant
Job Title () -	Name of Organization (School, team, church, etc.) @	
Telephone Number	E-mail Address	Date

Evaluation Section

Please check the box in each category that most accurately describes the candidate.

	Excellent	Good	Average	Fair	Poor	Unknown
Ability to Follow Directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regard for Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please sign and complete the form on the other side.

Additional Comments

Please use this space or attach a typed letter to provide additional comments about the applicant.

Referral

I recommend this student to the Franklin Park Zoo Summer ZooTeen Program:

_____ with Great Enthusiasm _____ with Confidence _____ with Some Confidence
_____ with Reservation _____ I do not recommend this student.

Signature

I hereby certify, that as a mentor to this student, I have been truthful on this form and that all information contained herein is true to the best of my knowledge.

Reference Signature

Date

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Youth Programs Office
Franklin Park Zoo
One Franklin Park Road
Boston, MA 02121

**ZooTeen
Professional Reference Form**



Summer 2010

Reference Directions

The Professional form should be submitted to a former employer (either from the Zoo or elsewhere). **James Brantley may not be used as a professional reference.** Please fill out the form in as much detail as possible and return it directly to the Youth Programs Department at Franklin Park Zoo, using the stamped envelope provided by the applicant. **Envelopes should be signed across the seal by the reference.**

Please type or print in ink both the front and back portions of this form.

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() -	() -	@
Home Telephone Number	Cell Phone Number	E-mail Address

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Regard for Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please sign and complete the form on the other side.

Additional Comments

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Referral

I recommend this student to the Franklin Park Zoo Summer ZooTeen Program:

_____ with Great Enthusiasm _____ with Confidence _____ with Some Confidence
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Signature

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Reference Signature

Date

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