



**Thank you for your interest in volunteering at Tampa's Lowry Park Zoo!** If you are serious about dedicating your time and energy to the zoo on a regular basis, feel strongly about animals and conservation, and would like to put your passion to work, we have an opportunity for you! We offer a variety of volunteer positions in virtually all of our zoo areas.

Below is an overview of the volunteer opportunities at the zoo. Volunteer acceptance is based on applications/interviews and the available space within departments. Unfortunately, we are unable to accept volunteers under the age of 18 at this time (except for Summer Camp Interns), even with parental supervision, due to insurance and liability factors.

A \$25 nonrefundable application processing fee made out to Tampa's Lowry Park Zoo is due upon submission of this application.

**Tampa's Lowry Park Zoo offers the following Volunteer Opportunities:**

**Docent** the Latin term for "teacher," is the title given to specially trained educational volunteers in zoos, aquariums, and museums. Tampa's Lowry Park Zoo Docents give tours of the zoo, answer questions from our guests, and use artifacts, biofacts, and Outreach animals to educate and engage the public. Docents receive over 70 hours of training on zoo history, animals, conservation, and ecology issues. The ten-week Docent Training class is offered twice a year. Docents are required to commit to a minimum of 8 hours of monthly service (or 96 hours annually) for at least one year. Please call for dates of the next Docent Training Class. The class is \$80 per person, which includes the Docent polo shirt, name badge, training and one year of Docent organization dues.

**Animal Department Volunteers** work alongside our keepers in the following animal areas: Primates, Reptiles & Aquatics, Florida Mammals, Asian Domain, Africa and Aviary. Volunteers assist keepers in many aspects of animal husbandry, including cleaning and maintenance of animal exhibits, diet and enrichment preparation. Volunteers are allowed no direct animal contact. Animal Department Volunteers must be at least 18 years old and able to make a six-month commitment to at least 4 hours per week. Volunteers must submit a negative TB test yearly, and proof of tetanus shot within the last 5 years. Volunteers are accepted on an as-needed basis.

**Other Zoo Volunteer Opportunities are available in the following areas:**

- Commissary (animal diet preparation)
- Recycling & Eco-Conservation
- Education (teacher assistants)
- Horticulture
- Administration & Support Services
- Finance
- Certified Divers
- Special Group Projects

If you're ready to get involved, or would like some more information about volunteer opportunities at Tampa's Lowry Park Zoo, please contact:

Erica Clark  
Education Programs Supervisor  
Tampa's Lowry Park Zoo  
1101 W. Sligh Avenue  
Tampa, FL 33604

Telephone 813-935-8552 ext.233  
Fax 813-933-7949  
email: Erica.Clark@lowryparkzoo.com



Volunteer # \_\_\_\_\_  
(Please leave blank for volunteer supervisor)

# TAMPA'S LOWRY PARK ZOO VOLUNTEER APPLICATION

**NOTE: Your Application will be discarded if not complete in its entirety. All required records, documents and payment must accompany this application.**

**Please Circle the Volunteer Program that you are interested in participating in:**

- Docent
- Volunteer

### Volunteer Selection only

**Please indicate your 1<sup>st</sup> and 2<sup>nd</sup> choice below.**

Primates     Aviary     Asia     FL Mammals     Reptiles     Africa  
 Diet Prep     Education     Food Services     Horticulture  
 Animal Rides

**Please circle your available days and shifts:**

Monday AM   Tuesday AM   Wednesday AM   Thursday AM   Friday AM   Saturday AM  
Sunday AM

Monday PM   Tuesday PM   Wednesday PM   Thursday PM   Friday PM   Saturday PM   Sunday  
PM

**How many hours per week do you wish to volunteer?** \_\_\_\_\_

**How long would you like your initial commitment to be with us? 6 months    1year**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

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

Are you 18 (if not please enter age)? \_\_\_\_\_

## Work/Volunteer Experience

Educational Background and any training you have had that relates to our type of organization:

Current Job Status (Company or school): \_\_\_\_\_

Previous Experience (Volunteer or Salaried): \_\_\_\_\_

Why are you interested in volunteering at Tampa's Lowry Park Zoo? \_\_\_\_\_

Which languages do you speak fluently? \_\_\_\_\_

What skills or interests do you have that you would like to use in your volunteering? \_\_\_\_\_

State any prior animal experience: \_\_\_\_\_

Are you a certified diver? \_\_\_\_\_ If yes, certification type: \_\_\_\_\_

Diving experience: \_\_\_\_\_

## Background Information

Have you ever been convicted of a crime or entered a plea other than not guilty to any criminal charges  Yes  No

A yes response will not automatically disqualify you from consideration. If yes, state the offense(s), date(s) of conviction(s) or plea(s) and sentence(s) imposed or disposition(s): \_\_\_\_\_

Our goal is to deliver the best possible service for our visitors. Therefore, we expect high standards of performance in your assigned work and we will give you the best support and supervision we can, in order to achieve our goal. If your work still is not up to necessary standards, we reserve the absolute right to terminate your service, or re-assign you to some other more suitable work. NOTE: Tampa's Lowry Park Zoo provides neither Workers' Compensation nor Group Benefits medical insurance to any person when acting as a volunteer.

\_\_\_\_\_  
Volunteers signature

\_\_\_\_\_  
Date

## Emergency Information

Family Doctor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Health Insurance Coverage:     yes \_\_\_\_\_     no \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Dates you received last test/shot: (You MUST have these shots for all animal departments)

TB test (Required annually) \_\_\_\_\_ Tetanus (Required within last 5 years) \_\_\_\_\_

\*\*\*Please attach a copy of the above tests to the application. These tests/shots are required for work in animal departments only.

Please list any significant medical problems or physical limitations: \_\_\_\_\_

Please list any allergies: \_\_\_\_\_

Please list any medications you are currently taking: \_\_\_\_\_

In case of emergency, notify:

\_\_\_\_\_

Name/Relation

\_\_\_\_\_

Phone #

\_\_\_\_\_

Name/ Relation

\_\_\_\_\_

Phone #

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that misrepresentations, omissions of facts or incomplete information requested in this application may remove me from further consideration for volunteering.

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Release of Liability for Volunteers**

Read Carefully Before Signing

I, \_\_\_\_\_, in consideration for being permitted to participate as a volunteer at Tampa's Lowry Park Zoo, hereby release and discharge Tampa's Lowry Park Zoo, Lowry Park Zoological Society of Tampa, Inc., and the City of Tampa and their respective officers, directors, employees, agents, contractors, subcontractors, representatives, successors and assigns, and all persons conducting, directly or indirectly, the activities surrounding my involvement as a volunteer at Tampa's Lowry Park Zoo from any and all claims, rights, demands, actions, causes of action, expenses and damages, which I or my heirs, personal representative, successors, assigns or anyone claiming by, through or under me ever had, now have, or may have against the parties identified above arising from any injury, act or omission relating in the way to my participation as a volunteer.

I fully understand that this Release includes, but is not limited to any claims, rights, demands, actions, causes of actions, expenses and damages whatsoever which may arise from any injury, act or omission, caused, occasioned, or contributed to, actually or allegedly, by the negligence, sole or concurrent, of one or more of the parties released herein.

I also fully understand the risk involvement in my participation as a volunteer including, but not limited to, those risks involved with the working with wild and/or endangered animals in their habitats, and fully assume said risk for any injury, losses or damages of any kind resulting from such risks involved in associated activities.

I acknowledge that I have read, fully understand and voluntarily agree to this Release and that no oral representatives, statements or inducements apart from this Release have been made to me.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Signature (if under 18 years old)



## **Animal Department's Policies and Procedures for Volunteers**

The image at Tampa's Lowry Park Zoo is important to the staff and visitors alike. We must present ourselves in a professional manner at all times. The ways we look, act, and interact with one another and our visitors are a reflection of our abilities and work ethic. In order to present a suitable public image and to make your responsibility in this area more apparent, the following standards have been established.

### **General Rules of Conduct:**

1. If you are unable to arrive at work at your scheduled time, always call the supervisor of your assigned area. No call/no shows are unacceptable and will terminate your experience.
2. Never, under any circumstances, report to duty under the influence of intoxicating beverages, drugs, or any substance (even prescribed by a physician) which might impair your judgment. Poor judgment could result in loss of life or well-being to you, someone else, or an animal, and is cause for immediate dismissal.
3. Never take unnecessary chances with potentially dangerous animals. Many animals appear to be affectionate, but as they are wild animals, they can exhibit unpredictable behavior.
4. Do not enter any of behind-the-scenes areas unless you are escorted by a Keeper. Never enter the holding areas of dangerous animals unless accompanied by a Keeper.
5. Keep a clear perspective and always concentrate on what you are doing. A preoccupied mind lends itself to errors.
6. The work environment is the result of those who work in it.

### **Personal Attire**

Working apparel should always be appropriate for the climate and tasks assigned. T-shirts (no tank tops) pants or shorts (all in good condition) should be worn. Closed toe shoes (e.g. tennis shoes) must be worn. Do not wear clothing you do not want to become soiled. You should look as professional as the job conditions allow.

### **Cleaning**

Exhibits may be cleaned a number of different ways. Cleaning removes soil, rotting food, fecal material, mold, etc. which may cause disease and infection.

Cleaning is usually conducted in an empty exhibit. If working in an area where animals are present, use care to not upset the animals or create a dangerous situation.

### **TIPS:**

1. When cleaning walls, start at the top and work down. After using any disinfectant, ensure all surfaces are well rinsed.
2. Dry cleaning involves raking; avoid creating unnecessary dust. Many animals (especially birds) are susceptible to respiratory illness and infection carried in dust. Rake hills along contours or uphill and direct dirt away from doors to prevent buildup that might interfere with door use.
3. Do not overload a wheelbarrow- fit it only to a level you can manage comfortably. Keep all service and garbage dump areas clean. Clean and return tools to their appropriate storage area.

4. Please do not waste water. When not using the hose, turn it off. Before beginning to hose an area, dry clean by removing all feces, food, and bedding. The area may be soaked with water to soften and loosen dried dirt, feces, or food and will make cleaning easier.
5. Spot cleaning an exhibit may be effective as total cleaning.
6. Cleaning methods are not identical in different areas. Always follow the particular instructions of the area in which you work.

### **Responsibilities:**

Notify staff upon your arrival and sign the "Volunteer Sign-in Sheet". Get familiar with the layout of the buildings, locations and names of individual cages or holding areas, entrance and exit doors, and where all equipment is kept. It is important to know the location of all safety equipment (telephones, fire extinguishers and alarms).

Do not horseplay in front of the animals. Improper behavior may upset the animals and you may be the object of the animal's stress or frustration.

Alert the animals by talking quietly or whistling as they are approached; the voice identifies you to the animal. The sound of the voice can soothe an excited animal; even though the animal does not understand the words, the tone and calmness are understood. Move slowly and deliberately around the animals and present an air of confidence.

Learn to express appropriate behavior while working with various species. Eye contact may elicit an attack; primates can feel threatened or challenges when looked at. Timid species of birds and some mammals may remain calm, so long as the person's back is kept towards them. Some large raptors can be aggressive, but may be kept at a safe distance by maintaining eye contact whenever in close proximity.

### **Safety:**

1. Zoo visitors must be accompanied by a Keeper while touring behind-the-scenes area.
2. All doors and gates should be latched and locked at all times. Even if you are leaving for only a few minutes, everything must be secured.
3. Contact a Keeper if you see or hear a report of an escaped animal. Refer to Codes 1 & 2.
4. Upon entering an animal enclosure, check for and remove wire, nails, glass, metal, or plastic pieces, cups, or other potentially harmful objects.
5. Stay alert. Hand-raised animals can be especially dangerous because they have lost their natural fear of humans.
6. Be careful when using equipment. Ensure all tools taken into an exhibit are removed before animals are given access.
7. Do not wear perfume or after-shave lotion. The fragrance could arouse aggressive or courtship behaviors which could be dangerous.
8. Do not wear bright colored clothing or unusual hats.
9. Do not let a stranger enter an enclosure. An animal's reaction may range from flight to attack.
10. Unusual objects or noises may frighten animals. Avoid letting a tool or shovel drop noisily on the ground.
11. Always make an animal aware of your presence. Suddenly appearing or opening a door on an unsuspecting animal can cause a response of flight or attack.
12. Obey "No Smoking" signs wherever posted. Do not smoke in any animals holding area.
13. Report areas in need of repair.
14. Wear appropriate protective clothing: boots, gloves, goggles, etc.

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Volunteer Response to Codes 1 & 2

**Code 1** is when an animal (s) escape its (their) exhibit.

The animal care staff members, upon discovering the animal escape, or being made aware of one by a visitor, volunteer, or another staff member, (and after verifying the report) will announce a Code 1. The volunteer, in relaying a Code 1 to an animal care staff member, shall give the following information. What animal(s) has (have) escaped, the location of the animal (s), and if there are any people involved. Depending on the location of the Code 1, either the front gate or back gates or both need to be closed. Visitor Services should close the front gate; Security should close the back gate.

Any animal large enough to injure a person should be considered dangerous. The following animals should be considered extremely dangerous and in the event of their escape, a code 1 would be given followed by identification of the animal, and a warning it's dangerous: Tapir, Tiger, Leopard, Panther, Bear, Rhino, Chimpanzee, Elephant, Orangutan.

After this is done, the animal care staff member who gave the Code 1 will see that visitors in the immediate area are moved to safety (i.e., leave the area, enter safe buildings, enter vehicles, etc.). Additional staff and volunteers, if needed, will assist in moving visitors to safety. Volunteers should stay away from the escaped animal and assist with the crowd control, if requested to do so. After visitors have been moved to safety, security personnel and Visitor Services will then secure the surrounding area keeping visitors out of the escape location. The Commissary Manager or animal care staff assigned to the kitchen will stand by the radio to assist in making emergency phone calls and to give emergency response vehicles directions at the back gate.

Once the animal(s) has (have) been captured and returned to its night house and safety has been restored, a Code 1 Clear will be given.

Any inquiries about the escape from the news media should be directed to the Public Relations office. **DO NOT MAKE ANY STATEMENTS TO THE PUBLIC OR PRESS- REFER QUESTIONS TO PUBLIC RELATIONS.**

**Code 2** is used when a person has fallen or climbed into an exhibit that contains animals.

The animal care staff member, upon discovering a person in an exhibit that contains animals, or being made aware of such an event, will announce a Code 2. The volunteer, in relaying the code 2 to an animal care staff member, shall give the following information: which exhibit, how many animals are in the exhibit, and how many people are involved.

The Commissary Manager or animal care staff assigned to the kitchen will stand by on the base of the radio to assist in making emergency phone calls and to give emergency response vehicles directions at the back gate.

After the person has been removed or the animal has been trapped in an enclosure, a Clear Code 2 will be given.

I have received a copy of the Code 1 &2 procedures. My signature indicates that I have read and fully understand these procedures.

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**TAMPA'S LOWRY PARK ZOO**  
**APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION**

This release and authorization acknowledges that this company may now, or at any time while you are a volunteer or docent, conduct a verification of your education, previous employment/work history, credit history, worker's compensation injuries, motor vehicle records, contact personal references, require that you provide a urine specimen, or blood specimen, to be tested for the presence of drugs or alcohol, and receive any criminal history record information as deemed necessary to fulfill the company requirements. The results of this verification process will be used to determine applicant eligibility under this company's policies. I authorize Tampa's Lowry Park Zoo and any of its agents/designated company personnel, to disclose orally and in writing the results of the verification process. The information obtained will not be provided to any other parties other than to the designated authorized representatives of this company. All results will be kept CONFIDENTIAL.

I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of employment is true and complete to the best of my knowledge. I understand that even if my screening is approved, the discovery of any false statements will be considered as cause for possible dismissal.

I have read and understand this consent for release of information, and authorize the background verification. I authorize persons, schools, current and former employers, and other organizations and agencies to provide Tampa's Lowry Park Zoo with any information that is requested, and I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of information.

I do hereby agree to forever release and discharge the company, our agent, MAF Background Screening, and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency arising from retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if my application was denied based on information obtained by this company, and to receive, upon written request, a disclosure of the public record information and of the nature and scope of the background report.

**IMPORTANT: PLEASE TAKE EXTRA CARE TO MAKE YOUR ENTRIES VERY CLEAR AND EASY TO READ**

THESE BACKGROUND RESULTS SHOULD BE SENT TO THE \_\_\_\_\_ DEPARTMENT AT EXT. \_\_\_\_\_

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for applicant consideration and/or any other purpose.

FIRST NAME	MIDDLE	LAST NAME	MAIDEN/FORMER NAME	SOCIAL SECURITY NUMBER
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State:	DRIVER'S LICENSE NUMBER (Letter plus 12 digits)	BIRTH DATE	TELEPHONE NUMBER
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CURRENT ADDRESS	CITY	STATE	ZIP CODE	COUNTY	HOW LONG?
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FORMER ADDRESS	CITY	STATE	ZIP CODE	COUNTY	HOW LONG?
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FORMER ADDRESS	CITY	STATE	ZIP CODE	COUNTY	HOW LONG?
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LIST ABOVE ALL OTHER CITIES AND STATES THAT YOU HAVE RESIDED IN THE PAST SEVEN (7) YEARS

APPLICANT SIGNATURE	DATE
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# **Application Checklist**

**Below is a checklist that will help you throughout the application process.**

**Note: Incomplete application will be forfeited.**

- Completed Application Form**
- Signed Release of Liability Form**
- Signed Animal Department's Procedures and Policies**
- Signed Volunteer Response to Code 1 & 2**
- Completed Background Check Form**
- Copy of Negative TB Test within the last 12 months (only needed for animal department volunteers)**
- Copy of Tetanus Shot records within the last 5 years (only need for animal department volunteers)**
- Copy of a Photo ID (example: drivers license, passport or school ID)**
- Non-refundable application fee of \$25**