



Intern # _____
(Please leave blank for volunteer supervisor)

TAMPA'S LOWRY PARK ZOO SUMMER CAMP INTERNSHIP APPLICATION

Please indicate your weeks of availability

Minimum of three weeks

(Applicant will not be accepted unless they are able to make a three week commitment)

Note: Summer Camps are Monday- Friday from 8:45am-4:00pm

- | | |
|---|--|
| <input type="checkbox"/> WEEK 1 June 8 th - June 12 th | <input type="checkbox"/> WEEK 7 July 20 th - July 24 th |
| <input type="checkbox"/> WEEK 2 June 15 th - June 19 th | <input type="checkbox"/> WEEK 8 July 27 th - July 31 st |
| <input type="checkbox"/> WEEK 3 June 22 nd - June 26 th | <input type="checkbox"/> WEEK 9 August 3 rd - August 7 th |
| <input type="checkbox"/> WEEK 4 June 29 th - July 3 rd | <input type="checkbox"/> WEEK 10 August 10 th - August 14 th |
| <input type="checkbox"/> WEEK 5 July 6 th - July 10 th | <input type="checkbox"/> WEEK 11 August 17 th - August 21 st |
| <input type="checkbox"/> WEEK 6 July 13 th - July 17 th | |

Name: _____ Date: _____

Address: _____ Home Phone: _____

City: _____ State _____ Zip: _____ Work/Cell Phone: _____

Email: _____ (**required**-email is the primary source of contact)

Are you 15 (if not please enter age)? _____

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 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: _____

Family Doctor: _____ Phone Number: _____

Health Insurance Coverage: yes _____ no _____

Insurance Company Name: _____

Policy Number: _____

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/ Relationship	Phone #

_____	_____
Name/ Relationship	Phone #

Our goal is 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.

Volunteer Signature

Date

Please return to: Erica Clark, Tampa's Lowry Park Zoo,
1101 Sligh Avenue, Tampa, FL 33604 or fax to 813-933-7949.



To properly prepare for your Summer Camps Internship, please carefully read the following information. Once you have done so and faxed your signature to us, we will be in touch to finalize your position:

Summer Camp Intern General Information

- **Time of arrival:** Camps start at 9 am. Please arrive 30 minutes prior (at 8:30) on your first day so we may provide you with sign-in information, a summer camp T-shirt, and a teacher & classroom. You will sign in and out each day on our volunteer computer to track your volunteer time. After your first day of camp, arrival time is 8:45. The day ends for campers, instructors, and interns at 4 pm.
- **Dress Code:** Please wear sneakers (no open toed shoes). A lot of time will be spent walking around the zoo, so please wear comfortable clothing. Wear clothes that can become soiled or dirty, this is a very hands-on camp. Please wear Khaki pants or shorts. No skirts, or short shorts. Your summer camp staff shirt should be worn at all times.
- **What to bring:** Please bring lunch and a snack to eat during your day. Lunch will not be provided. You may also want to bring suntan lotion. A water bottle or jug should be brought everyday as well.
- **If you are unable to volunteer a day:** Please carefully choose the weeks you wish to volunteer. Summer Camps serve thousands of campers, so we heavily rely on our interns to fulfill their commitment. Please contact the Public Programs Coordinator, Meghan Mazurski (813) 935 – 8552 ext. 263 to make the zoo aware you will be out that day. Please contact us as soon as you can.

Summer Camp Intern Responsibilities

- **Assist your classroom teacher:** Running errands, helping with activities, lunch time monitor, bathroom escort, and other duties as assigned... You are the instructor's "right hand," and are an important part of making your camp a success!
- **As an Intern:** You will assist, but not be left alone, with the class. Please stay with your class and teacher. Always keep the teacher informed of any information regarding camp children, or animals.
- **Professional Behavior:** Your role as intern places you in an important position in dealing with campers. As with our instructors, we expect high standards of respectful behavior, a minimum of socializing with other interns, and no reading, homework, etc., while on duty.

- **Unexcused absence:** If we are not given advance notice of your absence, you will be excused from your position, and become ineligible for further volunteer opportunities at LPZ.
- ❖ **Directions to the Zoo School:** Camps are held at Lowry Park Zoo's Environmental Education Center, also known as the "Zoo School." The zoo's address is: 1101 W. Sligh Ave, Tampa FL 33604. Once you enter the Zoo's main entrance (located off of Sligh Ave) – turn right into the parking lot, and the Zoo School is the building to the right of the main Zoo. Go through the black gate, and enter the "Resource Center" on the left.

I have read, understand and agree to abide by the LPZ Summer Camps Intern General Information and Responsibilities.

Signature

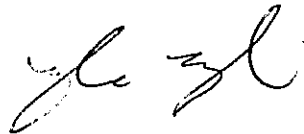
Date

Thank you for your dedication, and we look forward to meeting you this summer! Please contact us if you have any questions.

Sincerely,



Erica Clark
Volunteer Supervisor
Lowry Park Zoo Environmental Education
Center
1101 W. Sligh Ave. Tampa, FL 33604
(813) 935-8552 ext. 233



Meghan Mazurski
Public Programs Coordinator
Lowry Park Zoo Environmental Education
Center
1101 W. Sligh Ave. Tampa, FL 33604
(813) 935-8552 ext. 263



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 challenged 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 _____

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**
- Signed General Information and Responsibility Form**
- Copy of a Photo ID (example: drivers license, passport or school ID)**