Discovery Guide Program

To The Applicant:

Becoming a Discovery Guide at Central Park Zoo can be an exciting and rewarding volunteer experience. As a Discovery Guide, you will serve an important role in the education of guests visiting the zoo Wednesdays through Sundays. Discovery Guides will share a conservation message by interacting with families and leading fun activities, so enthusiasm and a positive attitude are a must! Being a Guide at the Central Park Zoo requires that you have certain attributes and are able to perform a variety of job functions:

◆ All applicants must be at least fourteen (14) years of age at time of submitting application. Applicants under the age of eighteen (18) must provide parent/guardian signature. Incomplete applications will not be considered.

◆ All applicants must successfully complete a training course, including written assignments and exams. Training will be hosted at Central Park Zoo June 27-June 30, 2015, from 10a-3p daily. Each session covers conservation biology, zoo collection, public speaking skills and activities designed to foster good relations among Discovery Guides.

◆ All applicants agree to purchase a docent uniform and materials related to the training course – $35.00. (We do not want the fee to be a deterrent to a qualified volunteer. If you are accepted and cannot afford this fee, please speak with the Coordinator of Volunteers.

◆ Discovery Guides do not handle or care for live animals.

◆ All applicants must be willing and able to speak to zoo visitors and lead educational discussions at an exhibit.

◆ All applicants must be willing and able to volunteer both indoors and outdoors, regardless of weather.

◆ All applicants must be willing and able to interact with children of varying ages, as well as adults.

◆ Upon successful completion of the training course, a minimum time commitment of 70 hours performed between July 1, 2015 and September 6, 2015 (not including training). Must be available to serve 7 hour shifts daily, at least twice per week, including one weekend day.

Please consider all the information above before submitting your application.
Discovery Guide Program
Please Print or Type

PERSONAL INFORMATION

Name _____________________________________  Date of birth:___________
Address ________________________________________________ Apt. # _____
City __________________________________ State _______________ Zip
__________________ Home phone ___________________________ Cell
__________________
E-mail ____________________________________________ Shirt size __________

EDUCATION

What is your level of education?

__ some high school  __ high school graduate  __ some college

__ other (explain) _________________________________

If you are currently enrolled in school, please provide your school’s information.

School Name _________________________________________________________________
School Address _______________________________________________________________
City __________________________ State ___________ Zip Code ______________
School Phone __________________________ School Fax ___________________________
School District Number (if a public school) ________

EXPERIENCE

Please feel free to attach a resume in addition to the information below.

Work Experience  (if applicable)

Current Employer ______________________________________________________________
Title/Job Description __________________________________________________________
Address __________________________________________ City/State/Zip _____________
Direct Supervisor __________________________________ E-mail __________________________
Phone Number __________________________ Fax Number ___________________________
Duties ________________________________________________________________________
EXPERIENCE CONTINUED

Volunteer Experience (if applicable)
Organization _______________________________________ Dates _________________________
Title ____________________________________________________________________________
Address _________________________________________ City/State/Zip ____________________
Direct Supervisor _______________________________ E-mail _____________________________
Phone Number _____________________________ Fax Number ____________________________
Duties ___________________________________________________________________________

Have you ever worked/volunteered for the Wildlife Conservation Society? Yes _______ No _______
If yes: which facility? __________________________________ Dates ________________________
Title/Job __________________________________________________________________________
Direct Supervisor __________________________________ E-mail __________________________
Duties ___________________________________________________________________________

Other Experience
Do you have any public speaking experience? Please specify.
_________________________________________________________________________________

Do you have experience working with children? Please specify.
_________________________________________________________________________________
_________________________________________________________________________________

REFERENCES
Please list the names and contact information of two people not related to you who know you well and
can attest to your character, skill and dependability. High school students must also submit a completed
recommendation form (final page of application document).
Name _____________________________________________ Phone ____________________________
Address _____________________________________________________________________________ Apt. # __________________
City _____________________________________________ State _______________ Zip ____________
Email ___________________________________________ Relationship to you ____________________

Name _____________________________________________ Phone ____________________________
Address _____________________________________________________________________________ Apt. # __________________
City _____________________________________________ State _______________ Zip ____________
Email ___________________________________________ Relationship to you ____________________

INTEREST SURVEY
Please give complete answers. Attach an extra sheet of paper (or use the last page of this application) if you
feel you need more space.

How/Where did you hear about the Discovery Guide program?
_________________________________________________________________________________
INTEREST SURVEY CONTINUED

In your opinion, what is the purpose of a zoo or aquarium?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

How do you feel about animals being kept in a zoo?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Please tell us why you are interested in volunteering at the Central Park Zoo, what you hope to gain from the experience and what you feel you can contribute to our organization. Limit your response to 200 words. If you need additional space, please add your comments to the final page of this application.
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

SCHEDULING PREFERENCES

July 1, 2015 to September 6, 2015 – 9 Weeks

Are you able to commit to at least 7 hours daily, twice per week, including 1 weekend day (Discovery Guides do not provide service Mondays or Tuesdays) in the summer? Yes___ No___

*Full day shifts are from 10:30am – 4:30 pm (includes 1 hour lunch).*

Identify your preferences by marking “1”, “2”, or “3” to indicate your first, second and third choice in this table (applicants must be able to serve 1 weekend day per week):

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All Applicants:
The Wildlife Conservation Society’s zoos and aquarium are open almost every day of the year, including most holidays. Are you available to volunteer on the Fourth of July and Labor Day? Yes___ No___
ACKNOWLEDGEMENT OF UNDERSTANDING

Our mission is to educate the guests visiting the Central Park Zoo about wildlife in the park and the need for wildlife conservation. We do not handle any of the animals nor do we help care for them. This is an unpaid volunteer position. The Human Resources Department of the Wildlife Conservation Society is the department charged with processing applications for paid employment not volunteer positions. For information regarding other positions, please visit: http://www.wcs.org/about-us/careers.aspx

SIGNATURES

If accepted as a Central Park Zoo Discovery Guide, I agree to be available to volunteer two or more days per week (July 1 through September 6) and commit to at least 70 hours of service. I understand that I will not be working directly with animals in any capacity. I have read the acknowledgment of understanding, I have considered the requirements and essential functions, and I would like to submit my application for the Central Park Zoo’s Discovery Guide Program.

I certify that I am at least fourteen (14) years of age. Applicants 18 years of age and older may be subject to a background check.

Applicant’s Printed Name

Applicant’s Signature ____________________________ Date ________________

If under 18 years of age, please have parent/guardian sign:

Parent/Guardian Name (print) __________________________________________

Signature ____________________________ Date ________________

Electronic submission is preferred. Please email completed application to cpzvolunteers@wcs.org
ADDITIONAL SPACE FOR ANSWERS AND COMMENTS.
Discovery Guide Recommendation Form
To be completed by a school faculty member or community leader and submitted with application.

Recommendation for: ____________________________________________

How would you rate this student’s ability to work with the public? Have you observed this student’s interpersonal skills?

Does this student have the maturity and responsibility to represent the Central Park Zoo as a volunteer? How has he/she demonstrated these qualities in school or in your program?

Does this student have a well-developed interest or background in science? What special projects or studies has he/she undertaken?

What other comments can you offer in support of this student’s application to become a Central Park Zoo Discovery Guide?

Your Name: ______________________________________________________
School or Organization: ____________________________________________
Position: _________________________________________________________
Phone: ____________________ Email: _________________________________

Please give this recommendation (in a sealed envelope if you prefer) to the student to submit with their application. If that is not possible, email recommendation to cpzvolunteers@wcs.org.