



BIOPARK EDUCATION HIGH SCHOOL INTERNSHIP BIOPARK EDUCATION VOLUNTEER JOB DESCRIPTION 2009

PURPOSE

The BioPark Education Internship program is designed to give teens the opportunity to teach visitors about nature while getting practical work experience in a fast-paced, dynamic environment.

REQUIREMENTS

Any High School Student who is 16 or older is eligible. Skills needed to become a successful Albuquerque BioPark Intern include enthusiasm, a commitment to teaching conservation, a sense of responsibility, patience, willingness to work with the general public, flexibility and a good attitude! Students will be expected to work independently and contribute ideas and suggestions. As a safety precaution, all applicants are required to submit to a City of Albuquerque background check before they can begin volunteering.

DUTIES

Internship students will be asked to assist with an assortment of projects at the zoo, aquarium or botanic garden. The following are some of the things you may be asked to help with: assist with educational classes; teach on grounds; work at the Touchpool (aquarium students only); help generate new hands-on teaching props; set up and breakdown equipment for workshops and meetings; prepare educational buildings for events, workshops, and activities; research information about new species; create and distribute informational fliers/posters about upcoming programs; share information about events/activities to the public; general office duties, such as photocopying; and other miscellaneous duties assigned on a day to day basis.

SCHEDULE & HOURS

It is your responsibility to work with the Education Coordinator to create your own schedule, keep track of your hours and keep the Education Coordinator informed of any changes in your schedule. You will be given a calendar which will list any special events, projects, dates to remember, holidays, etc. Students will be provided with a time sheet to keep track of their hours. If you are unable to work your regular schedule, you must contact the Education Coordinator at your work site BEFORE you miss a shift.

Internship students will be asked to work Monday, Wednesday, and Friday or Tuesday and Thursday. You must commit to work a minimum of six hours per week, between 8:00am and 5:00pm. During special events, students may be asked to work on weekends. If students are submitting evaluations to their school regarding their mentorship, the Education Coordinator will need to be given two day's notice in order to properly fill out evaluation form.

Internship positions usually last one semester. Positions can be extended to fit individual and BioPark needs. Applications are taken throughout the year and placements are usually made at the beginning of each semester. Please contact us for information about the availability of Internship positions.

UNIFORM

A volunteer ID card will be provided. You will be expected to have this with you at all times. Unless you are teaching on zoo, aquarium or garden grounds, you may dress in school clothing. Cut-off jeans, short-shorts/skirts, low cut shirts, t-shirts, hats or inappropriate clothing will not be accepted. If you are assisting with a class or teaching on-site you will be expected to wear the same uniform our adult volunteers wear. This uniform is any combination of khaki, black or white, with an educator's vest. Blue jeans are unacceptable when teaching on grounds. Remember...you represent the Bio Park and the City of Albuquerque!

BENEFITS

As a BioPark Education volunteer you will receive an ID card which will allow you to visit the AQ/BG/ZOO on non-work days by presenting it to the cashier. Your ID card also entitles you to a discount at the food and gift concessions (only while on duty). You will also be invited to attend educational workshops or special activities sponsored by BioPark Education. As part of the internship team you will be provided with opportunities to learn more about educational programs, colleges, career camps and professional contacts all of which can provide more information about a career in zoology, marine science, or horticulture.

STRUCTURE

Mentorship students report directly to the Education Coordinator at the Zoo, Aquarium, or Botanic Garden. The coordinators report to the Acting BioPark Education Curator, Allyson Wallace. You may be asked to also work on projects with the Education Program Specialist or the Education Clerks. Students may have some interaction with staff at the Zoo, Aquarium, or Garden.

HOW TO JOIN

Fill out the attached volunteer information and contract/release forms, and bring to training. Once your application is received, you will be asked to complete a separate background check form.

Please attach to your application a one page essay describing why you would like to be a BioPark Intern. Include your thoughts on nature and conservation, and how you can contribute to preserving our environment. You may also indicate any special knowledge or skills that you feel would enhance your role as an intern at the BioPark.

CONTACT

For more information, please contact:
Aquarium Education Coordinator, Dave Karmann – 848-7172
Zoo Education Coordinator, Allyson Wallace – 764-6247



The BioPark is a division of the City of Albuquerque's Cultural Services Department. For general inquiries, please call 311 (Relay NM or 711, TTY 1-800-659-8331).

INTERNSHIP STUDENT PARENT'S CONSENT

(must be completed if under 18 years old)

I am a parent or lawful guardian of _____, a minor, (hereafter child), who will be participating in the Student Internship Volunteer Program (hereafter program) at the BioPark (Zoo, Aquarium or Botanic Garden). I hereby acknowledge that I am aware that this Program may involve a higher level of activity at the BioPark for my child than normal BioPark attendance and that my child may be allowed into areas of the BioPark not usually open to the public. I also acknowledge that he/she may have some contact with animals and that although the BioPark will take reasonable precautions for his/her safety, my child may be subject to some additional risks. I understand and agree that my child may participate in the Program in spite of this additional risk to his/her safety. I agree to have my child outfitted and clothed for said Program.

I agree that I have taken such measures as I have deemed advisable to ascertain that my child's physical condition is suitable for the Program. If I cannot be reached in an emergency, I authorize treatment by a physician.

I further confirm that my child is covered by a medical insurance policy and in the event he/she is injured I will either pay for the medical expenses and other damages or make a claim for our insurance company to pay for same. In consideration for the City allowing my child to participate in the Program, which I consider to be of great benefit to my child, I hereby agree to indemnify, release, defend and hold harmless the City for any expenses or liability it incurs or suffers as a result of any injuries suffered by my child while participating in this Program which exceed such medical policy limits, unless injuries are caused by the gross negligence of the City or its employee.

By signing below, I give my permission for my child to participate in this Program. I acknowledge that I have carefully read the foregoing and agree to be bound thereby.

BIOPARK INTERNSHIP STUDENT

Parent/Guardian Name (Please print)

Parent/Guardian Address

Home Phone#

Work Phone (if different)

Signature

Date

OFFICE USE: NMSO PASS / NO PASS _____ Date _____ Initials
APD Form _____