

# PAID INTERNSHIPS at the Zoo

Summer 2018

## Position Description: 1<sup>st</sup> year Education Internship

**Help educate children ages 2-14 about science, animals and conservation in our 2018 Zoo Summer Camps. Interns are directly mentored and extensively trained through a self-reflective, experiential training program. Develop child management techniques and interactive teaching strategies; also have an opportunity to apply to team teach a class.**

1. Assist instructors with educational activities in the classroom and lead Zoo camp tours for children (**primarily ages 4-9**). Supervise and evaluate high school assistants and prepare classroom materials. Some team-teaching opportunities are available (application required). Applicants should support the mission and vision of the Zoological Society.
2. Internship focuses on career-related skills that help prepare you for the professional workplace. Interns are encouraged to develop their skills through a reflective journaling program and mentor-based relationships with education staff.
3. After completing one summer as a 1st year intern, applicants may apply to the 2nd year internship & Teaching Intern positions which include assisting with trainings, mentoring peers & teaching camps.
4. Position does not allow for direct animal handling. Housing not provided.

## Requirements

1. **Must** be a current college student or recent college graduate (up to one year past graduation). Internship best matches sophomores-graduate level students. Freshman must have extensive experience with children in college to be competitive.
2. **Must** have experience with children, strong child management and public speaking skills such as enthusiasm, voice inflection and varied facial expressions.
3. **Must** exhibit consistent professional characteristics such as a positive attitude, initiative, emotional maturity, self-responsibility and a desire to develop professional skills.
4. Physical requirements: Walk through the Zoo for up to two hours, kneel, squat and carry storage boxes.
5. International applicants must be legally authorized to work in the U.S. without Zoological Society sponsorship.
6. **Attend ALL Required Trainings (confirm availability at interview):**
  - a. *Intern training:* June 5-9, 11-14 (approx. 8 a.m.-4 p.m.-- exception June 13 from 12-8 p.m.)
  - b. **Are you a student teacher with questions about training conflicts?** Call with questions **prior to resume due date.**

## Pay Rate and Dates of Employment

**Pay rate:** \$9.00 per hour (M-F, 8 hours per day)

**Start date:** June 5, 2018

**End date:** Aug. 16, 2018

**Work days off:** July 4, 5 & 6 (*Additional days off require approval prior to hiring.*)

## Application Process

- **WHAT TO SEND:** Professional cover letter and resume emailed in the **SAME attachment** to Patty T. [pattyt@zoosociety.org](mailto:pattyt@zoosociety.org) by **Feb. 12, 2018**.
- **SUBJECT LINE for EMAIL:** 2018 Summer Internship
- **IF YOU QUALIFY for an interview:** You must be available for a **March** interview date and **bring 2 letters of recommendation to the interview.** Exceptions for alternate interview month must be arranged through email.
- **NOTIFICATION OF POSITION:** After interviews, applicants will be notified about hiring decisions by mid-April. Applicants who receive a position will be required to fill out a Zoological Society application and pass a background check.
- **QUESTIONS:** Call Patty T. at **414-258-5058, ext. 419 (M-F, 8 a.m.-4 p.m.)** or email [pattyt@zoosociety.org](mailto:pattyt@zoosociety.org).

## Application Tips

- **COVER LETTER:** Use standard cover letter format; include your major, year in school and future career goal(s). **Also include how this internship will assist you with your future career.**
- **RESUMES:** Use standard resume format (up to 3 pages). Resumes should reflect all of your experiences with children. Keep volunteer and paid experiences in separate categories (include details of what you did for each). Leadership and science-related experiences a plus. For education majors, include field work and/or student teaching-related experiences.

*"This experience is unlike any other. Having the opportunity to learn, grow, and teach is so unique and powerful."*

*Former intern*



Learn more about the Zoological Society of Milwaukee Education (located at the Milwaukee County Zoo):

[zoosociety.org/education](http://zoosociety.org/education)

