

ZooTeen Program

Application Packet

2014



Are You:



Between 15-18 years old?



A full-time Boston resident and registered with Hopeline?



Interested in animals and conservation?



Interested in community service and developing leadership skills?



Interested in having fun and building friendships?

Contact Information

Youth Programs Office
Franklin Park Zoo
One Franklin Park Road
Boston, MA 02121

617-989-3746

youthprogram@zoonewengland.com



Franklin Park



ZooTeen Program

Thank you for your interest in youth opportunities at Franklin Park Zoo. The ZooTeen Program is a creative and meaningful summer employment opportunity for highly motivated youth between 15-18 years of age with an interest in environmental education, animal care and conservation, Zoo operations, and most importantly, community service. This information packet contains an overview of the program, program requirements, an application and reference forms.

Before you get started, please read through the materials thoroughly. It is important that you decide whether or not this program is right for you. You may be thinking, "Great! I love animals. I want to work at the Zoo!". Franklin Park Zoo does have a wonderful and diverse animal family; however, ZooTeens will spend the majority of their time interacting with our human guests or Zoo staff. Please consider this aspect of the program before you apply. Once you are accepted, we will rely on your commitment for the full program. Most importantly, we want you to enjoy this time at the Zoo and be able to make the most of the program!

Program Requirements

Successful applicants must:

- 🐾 Be registered with the Boston Youth Fund's Mayor's Hopeline for their application to be considered
(No Exceptions!) Register at www.bostonyouthfund.org
Hopeline registration is open from February 1, 2014 to March 3, 2014
- 🐾 Be age 15-18 years old
- 🐾 Submit a completed application, including:
 - 🐾 Application filled out in its entirety by the student, including essay questions
 - 🐾 2 mandatory and 1 optional reference forms from adults (not relatives)
- 🐾 Complete a mandatory interview with the Education Coordinator and Department
- 🐾 Have a passion for animals and wildlife conservation
- 🐾 Be willing to work outdoors in all types of weather
- 🐾 Be outgoing, hardworking, and serious about learning



If accepted, you must:

- 🐾 Provide proof of negative TB (tuberculosis) test within the past 3 months prior to the start of the program. This is not a vaccine. It is a skin test that must be checked at your doctor's office 72 hours after it is administered.
- 🐾 Attend a paid mandatory orientation session at the start of the program
- 🐾 Adhere to program rules and policies
- 🐾 Make a commitment to work 25 hours per week throughout the 6 week summer program

2014 Program Overview

The ZooTeen Program is a unique and exciting program that allows students to become part-time Zoo employees. Participants engage in a variety of experiences that provide them with opportunities to serve their community, develop career skills, and broaden their understanding of the Zoo's mission. Zoo New England ZooTeens work 25 hours per week for 6 weeks throughout the summer. ZooTeen positions are available in a variety of departments throughout Franklin Park Zoo: Community Relations, Education, Guest Services, Facilities, Membership and Animal Management including Bird's World and the Children's Zoo just to name a few. As a ZooTeen, you will have the opportunity to participate in a professional development series to help prepare you for entry into the workforce, as well as complete a community day of service.

Please keep this page to refer to program information.

ZooTeen Program Application Summer 2014



Please type or print in ink both the front and back portions of the application. **Incomplete or late applications will not be considered.**

Youth Information

Last Name	First Name	Middle Initial	Nickname	HOPELINE #
Name of School		Current Grade (ex. 10th)	Date of Birth	Age
				T-Shirt Size (Adult)

Contact Information

Street Address	Apartment Number
City	State
Zip Code	
() -	() -
Home Telephone Number	Cell Phone Number
	E-mail Address

Parent or Guardian Contact Information

Last Name	First Name	Relationship
() -	() -	@
Home Telephone Number	Work Phone Number	Cell Phone Number
		E-mail Address

Last Name	First Name	Relationship
() -	() -	@
Home Telephone Number	Work Phone Number	Cell Phone Number
		E-mail Address

What is the best number to leave messages for you? _____

Other Important Information

How did you hear about this program? _____

Have you participated in any other Zoo New England youth programs? Y/N _____

If yes, which program(s)? _____

Do you have any obligations during the summer that we will need to schedule around? (Y/N) _____

If yes, please indicate the obligation and the days and times you will not be available (ex. summer school Tuesday and Thursdays from 8:00 - 11:00 a.m. or family vacation July 10 - July 16). _____

Previous Experience

Work Experience	
Company	Dates
<i>Please describe your duties below</i>	
Work Experience	
Company	Dates
<i>Please describe your duties below</i>	

Volunteer Experience	
Company	Dates
<i>Please describe your duties below</i>	
Volunteer Experience	
Company	Dates
<i>Please describe your duties below</i>	

Position Preference (Description on last page)

Please indicate your **1st, 2nd, and 3rd choices only** for a summer position. We will do our best to place you in one of your top choices; however, you will be placed in the position that best suits you based on your application, essay and interview.

- | | |
|---|---|
| <input type="checkbox"/> Education Interpreter | <input type="checkbox"/> Horticulture Assistant |
| <input type="checkbox"/> Jr. Camp Counselor | <input type="checkbox"/> Keeper Aide (Bird's World or Children's Zoo) |
| <input type="checkbox"/> Membership Ambassador | <input type="checkbox"/> Guest Services (Concessions & Gift Shop) |
| <input type="checkbox"/> Facilities Crew Member | |
| <input type="checkbox"/> Administrative Assistant | |

Interests

I am most interested in ... (Please check only 3)

- | | | |
|---|---|--|
| <input type="checkbox"/> working with kids | <input type="checkbox"/> being involved in my community | <input type="checkbox"/> being outside |
| <input type="checkbox"/> environmental issues | <input type="checkbox"/> interacting with people | <input type="checkbox"/> doing projects |
| <input type="checkbox"/> helping people learn | <input type="checkbox"/> details of running a business | <input type="checkbox"/> zoology |
| <input type="checkbox"/> organizing | <input type="checkbox"/> learning about animals | <input type="checkbox"/> working with others |
| <input type="checkbox"/> working in a team | <input type="checkbox"/> speaking in front of groups | <input type="checkbox"/> working alone |

Short Answer Section

All positions at Zoo New England require excellent communication skills, the ability to follow directions, and the ability to accept and respond positively to feedback. With that in mind, please answer all three questions below on a separate piece of paper. Please print clearly or type in 12-point font, single spaced: (MINIMUM OF 100 WORDS EACH)

- 1) Please list 3 words that best describe your personality and explain why you chose these words.
- 2) Tell us about an environmental, conservation, or animal topic or issue you are interested in and why.
- 3) Why are you interested in working at Franklin Park Zoo in your first choice position? What do you think you can contribute to the Zoo, and what do you hope to gain from the experience?

Reference Instructions

Enclosed are three reference forms. The personal and school forms are mandatory and the professional form is optional.

The individual giving the reference should mail the reference directly to the Youth Programs Office with their signature across the seal of the envelope. **No references should arrive with this application.** Provide your references with pre-addressed stamped envelopes. **Forms should arrive in the Youth Programs Office by the application deadline.** Give the forms to your references early so that they will have ample time to complete and mail them.

Application Checklist

Have you.....

- Provided a HOPELINE number obtained from the Boston Youth Fund?
- Read over the qualifications and instructions for the Summer ZooTeen position?
- Completed all parts of this application, including essays and signatures (yours and your parent/guardian)?
- Given the reference forms to the appropriate person with the top portion filled out and a stamped envelope addressed to the Youth Programs Office at Franklin Park Zoo?
- Carefully read each job description and chose the best one for you?
- Answered all questions thoroughly?
- Handed in or mailed your application by the deadline of March 14, 2014?**

Required Signatures

I understand that in order to be eligible for a ZooTeen position over the summer at Zoo New England, I must be a Boston resident, I must qualify for the Boston Youth Fund, and I must be registered on the HOPELINE and have a HOPELINE number. I hereby certify that I have been truthful on this application and that all information is accurate to the best of my knowledge. Further, I give Zoo New England permission to check my references.

Student Signature

Date

Parent/Guardian Signature

Date

SEND COMPLETED APPLICATIONS TO:

Youth Programs Office
Franklin Park Zoo
1 Franklin Park Road
Boston, MA 02121

Please make sure applications are received in the Youth Programs Office by March 14, 2014

For Office Use Only

_____ Received
_____ Acknowledged
_____ Contacted
_____ Interview

_____ Department Interview
_____ Reference
_____ Reference
_____ Yes/No

_____ Reason
_____ Waiting list
_____ Offered
_____ Orientation

Position Descriptions

Education Department

Education Interpreter

The Education Interpreter will assist guests in interpreting and learning about Zoo New England's exhibits and programs, act as a goodwill guide by helping in answering questions/comments from visitors, and attend various continuing education events such as lectures/trainings (Interpreters will receive paid training about Zoo exhibits and interpretation through special classes).

Junior Camp Counselor



The Junior Camp Counselor will act as an important part of the 2014 ZooCamp Staff. The Junior Counselor (JC) works in partnership and under the guidance of a Senior Counselor, managing and leading a group of kids ages 6-13. JC's will assist with instruction of fun and educational activities, games, all camp programs and group safety. Activities are focused on animal and environmental curricula as well as team and friendship building skills. JC's will receive training on teaching strategies, curricula, Zoo exhibits and the rules and regulations of the Zoo and ZooCamp.

Membership & Admissions Department

Membership Ambassador / Guest Guide

The Membership Ambassador will greet and assist guests with purchases of Zoo memberships and promote benefits of membership to Zoo New England, its programs and mission.

Guest Services

Concessions & Gift Shop

The Guest Service Assistant will help guest services staff with the day-to-day operations of Franklin Park Zoo, which may include but are not limited to: food prep, food runner, gift sales, customer service, counting, marking, and securing incoming merchandise and assisting with rides and other attractions. No two days are the same!

Administration Department

Administrative Assistant

The Administrative Assistant will help staff with day-to-day operations and special projects, special events, answering phone/e-mail correspondence, transferring calls to appropriate individuals, and providing general information regarding Franklin Park and Stone Zoo operating hours, activities and events. Positions may be available in the following areas: Community Relations, Volunteer, Animal Management, Development, Marketing and Communications/Events.

Living Collections Division

Horticulture Associate (Gardener)

The Horticulture Assistant will assist the Horticulture department with the preparation, installation and maintenance of the Zoo's expansive grounds. Gardeners help with planting, pruning, watering, weeding, cleaning and performing other related maintenance activities.

Keeper Aide (Children's Zoo or Bird's World)

The Keeper Aide will be exposed to natural history and animal husbandry knowledge and skills. They will assist the Children's Zoo or Bird's World zookeepers with diet preparation and care of the animals, reptiles, and education program animals.

Facilities Department

Facilities Crew Member

The Facilities Crew Member will assist the Facilities department with the preparation, installation and maintenance of the Zoo's grounds. Facilities Crew Members assist with grounds crew, upkeep of facilities, working on exhibits, and animal holding areas, as well as other projects.

**ZooTeen
Personal Reference Form**



Summer 2014

Reference Directions

The personal reference form should be from a source that you have known on a more personal level in a mentoring capacity. **This reference should not be a member of your family.** Family friends, clergy, coaches, or other community members are appropriate if they have worked with you in a volunteer, community action, or employment situation. Please fill out the form in as much detail as possible and return it directly to the Youth Programs Department at Franklin Park Zoo, using the stamped envelope provided by the applicant. **Envelopes should be signed across the seal by the reference.**

Please type or print in ink both the front and back portions of this form.

Applicant Information (to be filled out by applicant)

Last Name	First Name	HOPELINE Number
() -	() -	@
Home Telephone Number	Cell Phone Number	E-mail Address

Reference Information (Reference, please fill out the remainder of this form)

Last Name	First Name	Relationship to Applicant
Job Title	Name of Organization (school, team, church, etc.)	
() -	@	
Telephone Number	E-mail Address	Date

Evaluation Section

Please check the box in each category that most accurately describes the candidate.

	Excellent	Good	Average	Fair	Poor	Unknown
Oral Communication Skills	<input type="checkbox"/>					
Creativity	<input type="checkbox"/>					
Regard for Authority	<input type="checkbox"/>					
Regard for Rules	<input type="checkbox"/>					
Cooperation	<input type="checkbox"/>					
Behavior in a Group	<input type="checkbox"/>					
Ability to Follow Directions	<input type="checkbox"/>					
Initiative	<input type="checkbox"/>					
Problem Solving Skills	<input type="checkbox"/>					

Please sign and complete the form on the other side.

Additional Comments

Please use this space or attach a typed letter to provide additional comments about the applicant.

Referral

I recommend this student to the Franklin Park Zoo Summer ZooTeen Program:

_____ with Great Enthusiasm _____ with Confidence _____ with Some Confidence
_____ with Reservation _____ I do not recommend this student

Signature

I hereby certify, that as a mentor to this student, I have been truthful on this form and that all information contained herein is accurate to the best of my knowledge.

Reference Signature

Date

Please seal in envelope, sign across the seal, and mail to:

Youth Programs Office
Franklin Park Zoo
One Franklin Park Road
Boston, MA 02121

Applications due to the Youth Programs office by March 14, 2014

ZooTeen School Reference Form



Summer 2014

Reference Directions

This form should be filled out by a teacher, guidance counselor, or equivalent school administrator. Please fill out the form in as much detail as possible and return it directly to the Youth Programs Department at Franklin Park Zoo, using the stamped envelope provided by the applicant. **Envelopes should be signed across the seal by the reference.**

Please type or print in ink both the front and back portions of this form.

Applicant Information (to be filled out by applicant)

Last Name () -	First Name () -	HOPELINE Number @
Home Telephone Number	Cell Phone Number	E-mail Address

Reference Information (Reference, please fill out the remainder of this form)

Last Name	First Name	Relationship to Applicant
Job Title () -	Name of Organization (school, team, church, etc.) @	
Telephone Number	E-mail Address	Date

Evaluation Section

Please check the box in each category that most accurately describes the candidate.

	Excellent	Good	Average	Fair	Poor	Unknown
Ability to Follow Directions	<input type="checkbox"/>					
Creativity	<input type="checkbox"/>					
Regard for Authority	<input type="checkbox"/>					
Problem Solving Skills	<input type="checkbox"/>					
Cooperation	<input type="checkbox"/>					
Dependability	<input type="checkbox"/>					
Writing Skills	<input type="checkbox"/>					
Initiative	<input type="checkbox"/>					
Oral Communication Skills	<input type="checkbox"/>					
Organizational Skills	<input type="checkbox"/>					
Overall Quality of Work	<input type="checkbox"/>					

Please sign and complete the form on the other side.

Additional Comments

Please use this space or attach a typed letter to provide additional comments about the applicant.

Referral

I recommend this student to the Franklin Park Zoo Summer ZooTeen Program:

_____ with Great Enthusiasm _____ with Confidence _____ with Some Confidence
_____ with Reservation _____ I do not recommend this student

Signature

I hereby certify, that as a mentor to this student, I have been truthful on this form and that all information contained herein is accurate to the best of my knowledge.

Reference Signature

Date

Please seal in envelope, sign across the seal, and mail to:

Youth Programs Office
Franklin Park Zoo
One Franklin Park Road
Boston, MA 02121

Please sign and complete the form on the other side.

OPTIONAL FORM

Additional Comments

Please use this space or attach a typed letter to provide additional comments about the applicant.

Referral

I recommend this student to the Franklin Park Zoo Summer ZooTeen Program:

_____ with Great Enthusiasm _____ with Confidence _____ with Some Confidence
 _____ with Reservation _____ I do not recommend this student

Signature

I hereby certify, that as a mentor to this student, I have been truthful on this form and that all information contained herein is accurate to the best of my knowledge.

Reference Signature

Date

Please seal in envelope, sign across the seal, and mail to:
Youth Programs Office
Franklin Park Zoo
One Franklin Park Road
Boston, MA 02121

Applications due to the Youth Programs office by March 14, 2014

ZooTeen Program

Returning ZooTeen Application Packet 2014



For Returning ZooTeens

Remember! You must be a full-time Boston resident and register with Hopeline by March 3rd! See inside application packet for more details!



Contact Information

Youth Programs Office
Franklin Park Zoo
One Franklin Park Road
Boston, MA 02121

617-989-3746

youthprogram@zoonewengland.com



Franklin Park



ZooTeen Program

Thank you for your continued interest in youth opportunities at Franklin Park Zoo. The ZooTeen Program is a creative and meaningful summer employment opportunity for highly motivated youth between 15-18 years of age with an interest in environmental education, animal care and conservation, Zoo operations, and most importantly, community service. This information packet contains an overview of the program, program requirements and an application.

Before you get started, please read through the materials thoroughly. It is important that you decide whether or not this program is right for you. You may be thinking, "Great! I love animals. I want to work at the Zoo!". Franklin Park Zoo does have a wonderful and diverse animal family; however ZooTeens will spend the majority of their time interacting with our human guests or Zoo staff. Please consider this aspect of the program before you apply. Once you are accepted, we will rely on your commitment for the full program. Most importantly, we want you to enjoy this time at the Zoo and be able to make the most of the program!

Program Requirements

Successful applicants must:

- 🐾 Be registered with the Boston Youth Fund's Mayor's Hopeline for their application to be considered **(No Exceptions!)** Register at www.bostonyouthfund.org
Hopeline registration is open from February 1, 2014 to March 3, 2014
- 🐾 Be age 15-18 years old
- 🐾 Submit a completed application, including:
 - 🐾 Application filled out in its entirety by the student, including essay questions
- 🐾 Complete an interview with the Education Coordinator and Department
- 🐾 Have a passion for animals and wildlife conservation
- 🐾 Be willing to work outdoors in all types of weather
- 🐾 Be outgoing, hardworking, and serious about learning



If accepted, you must:

- 🐾 Provide proof of negative TB (tuberculosis) test within the past 3 months prior to the start of the program. This is not a vaccine. It is a skin test that must be checked at your doctor's office 72 hours after it is administered.
- 🐾 Attend a paid mandatory orientation session at the start of the program
- 🐾 Adhere to program rules and policies
- 🐾 Make a commitment to work 25 hours per week throughout the 6 week summer program

2014 Program Overview

The ZooTeen Program is a unique and exciting program that allows students to become part-time Zoo employees. Participants engage in a variety of experiences that provide them with opportunities to serve their community, develop career skills, and broaden their understanding of the Zoo's mission. Zoo New England ZooTeens work 25 hours per week for 6 weeks throughout the summer. ZooTeen positions are available in a variety of departments throughout Franklin Park Zoo. These departments include: Administration, Education, Guest Services, Facilities, Membership and Animal Management (including Bird's World and the Children's Zoo), Horticulture and ZooCamp. As a ZooTeen you will have the opportunity to participate in a professional development series to help prepare you for entry into the workforce, as well as complete a community day of service.

Please keep this page to refer to program information.

Returning ZooTeen Program Application Summer 2014



Please type or print in ink both the front and back portions of the application. **Incomplete or late applications will not be considered.**

Youth Information

Last Name	First Name	Middle Initial	Nickname	HOPELINE #
Name of School		Current Grade (ex. 10th)	Date of Birth	Age
				T-Shirt Size (Adult)

Contact Information

Street Address		Apartment Number		
City		State		Zip Code
() -		() -		@
Home Telephone Number		Cell Phone Number		E-mail Address

Parent or Guardian Contact Information

Last Name		First Name		Relationship
() -		() -		@
Home Telephone Number		Work Phone Number		Cell Phone Number
				Email Address

Last Name		First Name		Relationship
() -		() -		@
Home Telephone Number		Work Phone Number		Cell Phone Number
				Email Address

What is the best number to leave messages for you? _____

Other Important Information

What department did you work in last year as a ZooTeen? _____

Do you have any obligations during the summer that we will need to schedule around? (Y/N) _____

If yes, please indicate the obligation and the days and times you will not be available (ex. summer school Tuesday and Thursdays from 8:00 - 11:00 a.m. or family vacation July 10 - July 16). _____



Previous Experience

Work Experience	
Company	Dates
<i>Please describe your duties below</i>	
Work Experience	
Company	Dates
<i>Please describe your duties below</i>	

Volunteer Experience	
Company	Dates
<i>Please describe your duties below</i>	
Volunteer Experience	
Company	Dates
<i>Please describe your duties below</i>	

Position Preference (Description on last page)

Please indicate your **1st, 2nd, and 3rd choices only** for a summer position. We will do our best to place you in one of your top choices; however, you will be placed in the position that best suits you based on your application, essay, and interview.

- | | |
|---|---|
| <input type="checkbox"/> Education Interpreter | <input type="checkbox"/> Horticulture Assistant |
| <input type="checkbox"/> Jr. Camp Counselor | <input type="checkbox"/> Keeper Aide (Bird's World or Children's Zoo) |
| <input type="checkbox"/> Membership Ambassador | <input type="checkbox"/> Guest Services (Concessions & Gift Shop) |
| <input type="checkbox"/> Facilities Crew Member | |
| <input type="checkbox"/> Administrative Assistant | |

Interests

I am most interested in ... (Please check only 3)

- | | | |
|---|---|--|
| <input type="checkbox"/> working with kids | <input type="checkbox"/> being involved in my community | <input type="checkbox"/> being outside |
| <input type="checkbox"/> environmental issues | <input type="checkbox"/> interacting with people | <input type="checkbox"/> doing projects |
| <input type="checkbox"/> helping people learn | <input type="checkbox"/> details of running a business | <input type="checkbox"/> zoology |
| <input type="checkbox"/> organizing | <input type="checkbox"/> learning about animals | <input type="checkbox"/> working with others |
| <input type="checkbox"/> working in a team | <input type="checkbox"/> speaking in front of groups | <input type="checkbox"/> working alone |

Essay Section

All positions at Zoo New England require excellent communication skills, the ability to follow directions, and the ability to accept and respond positively to feedback. With that in mind, please answer all three questions below on a separate piece of paper. Please print clearly or type in 12-point font, single spaced: **(MINIMUM OF 100 WORDS FOR EACH QUESTION).**

- 1) Please list 3 words that best describe your personality and explain why you chose these words.
- 2) What have you learned from your previous experiences as a ZooTeen?
- 3) Why are you interested in working at Franklin Park Zoo in your first choice position, and what do you hope to gain from the experience? If you want to work in a different department than you did last year, please explain why.

Application Checklist

Have you.....

- Provided a HOPELINE number obtained from the Boston Youth Fund?
- Read over the qualifications and instructions for the Summer ZooTeen position?
- Completed all parts of this application, including essays and signatures (yours and your parent/guardian)?
- Carefully read each job description and chose the best one for you?
- Answered all questions thoroughly?
- Handed in or mailed your application by the final deadline of March 14, 2014?**

Required Signatures

I understand that in order to be eligible for a ZooTeen position over the summer at Zoo New England, I must be a Boston resident, I must qualify for the Boston Youth Fund, and I must be registered on the HOPELINE and have a HOPELINE number. I hereby certify that I have been truthful on this application and that all information is accurate to the best of my knowledge. Further, I give Zoo New England permission to check my references.

Student Signature

Date

Parent/Guardian Signature

Date

SEND COMPLETED APPLICATIONS TO:

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Franklin Park Zoo
1 Franklin Park Road
Boston, MA 02121

Please make sure applications are received in the Youth Programs Office by March 14, 2014.

For Office Use Only

_____ *Received*
_____ *Acknowledged*
_____ *Contacted*
_____ *Interview*

_____ *Department Interview*
_____ *Reference*
_____ *Reference*
_____ *Yes/No*

_____ *Reason*
_____ *Waiting list*
_____ *Offered*
_____ *Orientation*

Position Descriptions

Education Department

Education Interpreter

The Education Interpreter will assist guests in interpreting and learning about Zoo New England's exhibits and programs, act as a goodwill guide by helping in answering questions/comments from visitors, and attend various continuing education events such as lectures/trainings (Interpreters will receive paid training about Zoo exhibits and interpretation through special classes).

Junior Camp Counselor



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Membership Ambassador / Guest Guide

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Guest Services

Concessions & Gift Shop

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Living Collections Division

Horticulture Associate (Gardener)

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Keeper Aide (Children's Zoo or Bird's World)

The Keeper Aide will be exposed to natural history and animal husbandry knowledge and skills. They will assist the Children's Zoo or Bird's World zookeepers with diet preparation and care of the animals, reptiles, and education program animals.

Facilities Department

Facilities Crew Member

The Facilities Crew Member will assist the Facilities department with the preparation, installation and maintenance of the Zoo's grounds. Facilities Crew Members assist with grounds crew, upkeep of facilities, working on exhibits, and animal holding areas, as well as other projects.
