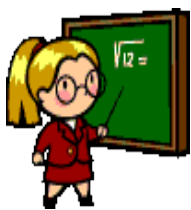


January, 2012

Dear VolunTeen Prospect:

Thank you for your inquiry into the Cincinnati Zoo & Botanical Garden's VolunTeen Program. Please read this information thoroughly as there are significant changes to the VolunTeen program and application process for summer 2012. These changes are meant to benefit the Zoo and provide personal, social and professional development for our teens. This very popular program, designed for teens age thirteen (**by May 31, 2012**) through seventeen, is a fun and rewarding way to spend some of your summer.

If you are dedicated, responsible and committed to the Zoo's mission, you are a good candidate. Those are the qualities teenagers must have to work at the Zoo. You must **commit** to working at least one four-hour shift per week (minimum of 40 hours per summer for Horticulture and Green Teen positions) **or** a minimum of 80 hours per summer (for Education Team Teachers Aide and Education Team Leader positions) and a minimum of 140 hours per summer for Children's Zoo TRIBE positions.



**EDUCATION T.E.A.M. TEACHERS' AIDE:** You must be at least 13 years old, and be able to commit to work a full week at a time, Monday through Friday. You may choose to work as many weeks as you like, but a minimum of 2 weeks is required. You are **strongly encouraged to work full day shifts, but a.m. and p.m. shifts are available.** Teen Educators And Mentors (T.E.A.M.) Teachers' Aides assist the Education staff with the Zoo's summer camp program. They help prepare for the daily classes, assist children with crafts and activities, and help keep children together during hikes in the Zoo.

**EDUCATION T.E.A.M. LEADER:** You must be at least 15 years old with at least 2 years Zoo VolunTeen experience. You will be asked to commit to a full week at a time, Monday through Friday. You may choose to work as many weeks as you like, but a minimum of 2 weeks is required. You are **strongly encouraged to work full day shifts, but a.m. and p.m. shifts are available.** T.E.A.M. Leaders will perform all the same duties as the Teachers' aides, and in addition will act as role models and mentors to other T.E.A.M. teens, be responsible for checking in/out other T.E.A.M. teens as they arrive/leave for the day, and assist the Education staff with the retrieval and return of education animal ambassadors used in summer programs.



**GARDEN AMBASSADOR:** You must be at least 13 years old and be able to commit to one four-hour shift per week, or a minimum of 40 hours per summer. You will assist with hands-on activities related to all that is "botanical". You must be responsible and able to communicate with visitors and willing to handle small plants. You will help visitors with crafts and displays showcasing the garden.

**GARDEN ASSISTANT:** You must be at least 13 years old and be able to commit to one four-hour shift per week, or a minimum of 40 hours per summer. The Garden Assistant Program is offered through the Horticulture Department. These volunteers help with garden maintenance which includes planting, weeding, watering, and various other jobs throughout the garden. *You must be able to work outdoors throughout the summer.* This is a unique opportunity to work in many areas of the Zoo.



**GREEN TEENS:** You must be at least 13 years old and be able to commit to one four-hour shift per week, or a minimum of 40 hours per summer. Teens will interact with Zoo guests – answering questions regarding sustainability, offering tours of the Go Green Garden Exhibit, and sharing hands-on activities. Extensive training will be offered to ensure teens are comfortable with the Zoo's green initiatives, as well as general green topics. Opportunities to help with other green events, classes, the Zoo's Green Team, or small tasks around the Zoo may also arise. These opportunities will provide teens with experiences that will expand their skill set, such as tending to raised vegetable beds, learning how to weatherize a home, and engaging the community.



**Zoo TRIBE (Teen Recruits Inspiring By Example):** In this exciting program, teenagers work with keepers, educators, and administrators to learn and practice animal care, public engagement with nature, and environmental education! TRIBE members will have the opportunity to advance through a variety of positions including basic animal handling, husbandry, public shows and demonstrations. TRIBE members begin their Zoo experience by interacting with the public in the Spaulding Children's Zoo and, starting Summer 2012, TRIBE members will interact with guests and animals in our popular Lorikeet Landing Exhibit. As teens progress through the program, TRIBE members will have the opportunity to impact visitors Zoo-wide! The goal of TRIBE is for TRIBE members to become leaders in their peer groups, learn to be independent and self-driven, and become valuable members of the Zoo and conservation community. To apply for TRIBE, you must be at least 13 years of age and be able to commit to three 4-hour shifts per week (140 hours per summer). Seasonal and year-round positions are available, and teens agreeing to year-round positions will be eligible for further professional development, including becoming TRIBE Leaders that oversee newly-minted TRIBE members.

**Lorikeet Landing:** As in previous years, teens working in Lorikeet Landing will interact with Zoo guests and help them feed the birds nectar and feed sticks. They will also assist with ensuring the safety of the birds in the flight cage by making sure they do not escape from the exhibit. ***Starting Summer 2012, Lorikeet Landing will become one of many duties in our Zoo TRIBE program (see details above). Thus, teens interested in assisting in Lorikeet Landing should apply for TRIBE.***

We do not have enough opportunities to accommodate all who want to volunteer at the Zoo, so please don't be upset if you are not selected for the very popular VolunTeen Program. If you have been a VolunTeen in past years, that is NOT a guarantee that you will be selected this year. We keep a waiting list and sometimes those on the list are brought into the program because others are unable to fulfill their commitment.

For **ALL** Teens who are applying for the VolunTeen Program, we need **in one envelope:**

- 1) The attached application, completed
- 2) Two letters of recommendation (including for those teens who are returning) from adults who know you well such as a teacher, scout leader, or employer, not friends or relatives. Your recommendations should address the following: Dependability, leadership abilities, ability to deal with people, willingness to learn, and self-motivation.
- 3) The attached paper interview form, completed.
- 4) A check in the amount of \$15.00 made payable to the Cincinnati Zoo. This is to cover the fee for your Zoo polo shirt to be worn on the days you volunteer. If you are not selected, the check will be returned to you. If this fee poses a hardship for you, please contact our office at 559-7736.

Send all of your completed paperwork, **together in one envelope** by March 1<sup>st</sup> to:

**VolunTeen Program  
Cincinnati Zoo Volunteer Services Office  
3400 Vine Street  
Cincinnati, OH 45220-1399**

**We are not accepting applications postmarked after February 28**, so be certain yours is **mailed** to us on time. If your **application is incomplete, it will be returned to you**. You can expect to hear back from us by mail after our review of the applications (by April 15).

If you're ready to learn more about the Zoo, make friends and interact with visitors, we look forward to receiving your application packet.

Sincerely,

Jennifer Longbottom and Connie Lightfoot  
Cincinnati Zoo Volunteer Services Office

