

January, 2018



Thank you for your interest in the **Teens for Nature Volunteer & Leadership Program** at the Fort Wayne Children's Zoo. If you're applying for the first time, you'll find that volunteering at the zoo is fun, exciting, and a valuable learning experience that you'll use for the rest of your life. If you're a returning volunteer, we welcome you back for another season of adventure at the Zoo!

It is important that you review the requirements carefully to decide if this program is right for you. Teens for Nature Volunteer & Leadership Program job descriptions and qualifications can be found at <http://kidszoo.org/support-the-zoo/teen-volunteers/>.

All applications and forms must be received by **February 28, 2018**. Mail, fax, or e-mail required forms to: Fort Wayne Children's Zoo-3411 Sherman Boulevard-Fort Wayne, IN 46808 Attn: Volunteer Superintendent Fax: 260-427-6820 e-mail: volunteer@kidszoo.org.

Acceptance to the Teens for Nature Volunteer & Leadership Program is competitive and the number of teens we select is limited. Selection is based on an applicant's submission (by the deadline) of a thoroughly completed application and recommendation letter, as well as educational experiences, extra-curricular activities, and availability. Participants are expected to attend the entire shift each day of their assigned two week session and to adhere to the code of conduct outlined in their participant contract.

2018 Timeline

February 28, 2018 - deadline for all applications and recommendations

New teen applicants:

1. Complete an on-line application (including essay answers)
2. Print a recommendation form to be completed and returned
3. Print, complete and return a request for financial aid form *if applicable*

Returning teens:

1. Complete **only** the on-line application form
2. Print, complete and return a request for financial aid form *if applicable*

March 31, 2018 - all applicants will receive letter

1. Letters are mailed on March 31 and will inform teen applicants if you've been selected for the 2018 program
2. If selected, letter will include session dates and positions assigned
3. If selected, letter will include dates for training sessions and events

If you have any questions or need more information, please contact the Volunteer Office at (260) 427-6828 or e-mail volunteer@kidszoo.org.

Sincerely,

Kathy Terlizzi
Volunteer Superintendent

**TEENS FOR NATURE VOLUNTEER & LEADERSHIP PROGRAM
Recommendation Form 2018**



Applicant: Please give this form to a person age 18 or over-not related to you.
 Completed form should be mailed/faxed/e-mailed directly to:
 Fort Wayne Children's Zoo
 3411 Sherman Boulevard
 Fort Wayne, IN 46808
 Attn: Volunteer Superintendent
 Fax: 260-427-6820 or e-mail: volunteer@kidszoo.org

**DEADLINE
February 28**

(Teen's Name)_____ has applied for a position in the Teens for Nature Volunteer & Leadership Program at the Fort Wayne Children's Zoo. This will require a 10 day minimum commitment during the summer. Please answer the following questions as thoroughly as possible and return this form by the deadline of **2/28/18**.

1. How long have you known, and what is your relationship to, this applicant?

2. Circle the number that best describes the applicant for the following qualities
 Please comment as appropriate: (1 = never and 5 = always).

	<u>Never</u>	<u>Sometimes</u>	<u>Always</u>	<u>Comments:</u>
Will carry out tasks dependably	1	2 3 4	5	
Arrives on time for assignments	1	2 3 4	5	
Listens attentively	1	2 3 4	5	
Follows directions	1	2 3 4	5	
Can be trusted to work without close supervision	1	2 3 4	5	
Dresses neatly & appropriately	1	2 3 4	5	
Shows a positive attitude and is pleasant to be around	1	2 3 4	5	
When working on a team is co-operative and shows leadership	1	2 3 4	5	
Adapts easily to changing circumstances	1	2 3 4	5	
Communicates clearly to both adults and children	1	2 3 4	5	
Adaptable	1	2 3 4	5	

3. How would you describe the applicant's willingness to learn?

4. Is the applicant self-motivated and disciplined? Provide examples if possible.

5. Please describe how the applicant interacts with people in general.

6. What can you tell us about the applicant that might assist us in determining their qualifications?

7. Other Comments

Teen's Name: _____

Your Name: _____

Your Address: _____

Your Phone: _____

Your E-mail: _____

Thank you for your time and assistance. Please return the completed form by mail:
Fort Wayne Children's Zoo, Attn: Volunteer Superintendent or e-mail: volunteer@kidszoo.org
or fax (260) 427-6820 by **February 28, 2018**.

Kathy Terlizzi
Volunteer Superintendent
Fort Wayne Children's Zoo
3411 Sherman Blvd.
Fort Wayne, IN 46808
(260) 427-6828