



PO Box 50220 · IDAHO FALLS, IDAHO 83405 · (208)612-8522 · FAX (208) 528-6256 · ifzoo@idahofallszoo.org

January 1, 2010

Welcome and thank you for your interest in the Tautphaus Park Zoo ZooCorp volunteer program. What is ZooCorp? ZooCorp is a volunteer program for adults 18 and over who support Tautphaus Park Zoo's staff by providing valuable assistance. ZooCorp members may help:

- keepers clean areas, prepare diets and maintain exhibits
- grounds staff maintain buildings, pathways and landscaping
- with special events by setting up, taking down and monitoring zoo
- with special projects such as building exhibits

ZooCorp members must attend a mandatory training day and contribute at least 30 hours per year. Training will be held at the Tautphaus Park Zoo on March 27th, 2010 from 9am-3pm. Due to the number of personnel and the time involved in training, make-up training will not be available. For a complete list of guidelines and qualifications, please refer to the qualifications page included in this packet.

If after reviewing the enclosed information you are interested in becoming a ZooCorp volunteer, please complete and submit the attached application to the zoo prior to February 28th, 2010. Upon receiving your application, we will contact you with more details about upcoming training and to schedule an interview. We will also be hosting an open house for interested individuals at the Idaho Falls Public Library on February 3rd at 6pm. This is not a mandatory meeting but an opportunity to meet current volunteers and ask questions. Thank you for your interest and we look forward to meeting you. If you have any questions, don't hesitate to contact me.

Sincerely,

Beth Rich,
General Curator
208-612-8401
brich@idahofallszoo.org



**ASSOCIATION
OF ZOOS &
AQUARIUMS**



Qualifications for Prospective ZooCorp Members

1. Must be at least 18 years of age and provide a completed application by the requested due date.
2. Must be scheduled for and attend an interview with the Curatorial staff.
3. Must be able to lift at least 25 pounds.
4. Must be able to follow directions and work independent of direct supervision.
5. Must be willing to work closely with all zoo staff and interact with members of the public.
6. Must be available to volunteer a minimum of 2 shifts per month (shifts are at least 2 hours long) and be willing to work in a variety of situations and weather conditions.
7. Must attend all of the initial ZooCorp training on the scheduled date.
8. Must purchase a nametag (\$6.00), a uniform T-shirt (\$10.00) and at least an individual membership to the Tautphaus Park Zoological Society, Inc. Must use own black or khaki pants or walking shorts. We will order and distribute your uniform T-shirt, nametags and ZooCorp manual.
9. Must provide proof of a negative TB test (approximate cost at District 7 Health is \$35.00) within the last year and proof of a tetanus shot within the last 5 years. ZooCorp must provide proof of these upon acceptance into the program. Should these need to be updated, it will be the responsibility of and paid for by the ZooCorp member.
10. Must follow the ZooCorp guidelines.

ZooCorp Guidelines

1. Upon submission of the ZooCorp application, a personal interview will be scheduled with curatorial staff.
2. A commitment of thirty (30) hours per annum will be required for each ZooCorp member. This does not include the hours for the initial training. These hours do include the required attendance at any scheduled meetings and any duties performed for the zoo.
3. ZooCorp will be required to sign up ahead of time for the times they wish to volunteer, unless there is a special project in production.
4. Uniform will be a khaki T-shirt with name tag and khaki or black pants or walking shorts all in good repair, and sturdy close-toed shoes. Uniforms must be worn for all ZooCorp activities in the zoo when it is open to the public. Zoo coats are optional and can be ordered and purchased by ZooCorp if desired.
5. All ZooCorp must stay in assigned work areas. When off duty, ZooCorp access will be the same as for the general public. If the ZooCorp wishes to take a visitor into restricted off-exhibit areas (i.e. the shop), the member must notify the Animal Care Supervisor or General Curator of the date and time. The ZooCorp may be required to sign a waiver.
6. A time sheet must be submitted to the Curator by the fifth (5th) of each month for the previous month's hours. This may be done in person, via mail or email.
7. While on zoo grounds and in uniform, there is no smoking in public areas or consumption of alcoholic beverages at any time. The use of any alcohol or controlled substance is strictly prohibited while acting in a professional capacity for the zoo.
8. As a ZooCorp member, you are representing the zoo's goals of providing an arena for recreation, conservation, education, and research to the community. Deviation from these guidelines will result in the volunteer being evaluated by the zoo staff. Appropriate disciplinary steps will be decided upon at that time.

ZOOCORP APPLICATION
(PLEASE PRINT)

Name: _____ Date: _____

Address: _____

Phone: (H) _____ (W) _____ (Cell) _____

Email: _____

Birth Date: (Must be at least 18yrs) _____

EMERGENCY CONTACT AND MEDICAL INFORMATION

To ensure the safety of our staff, volunteers and animals, it necessary to have the following information about you.

Name _____ Phone () _____

Relationship to you _____

Are you immune-compromised (i.e., chemotherapy, immune system disease, etc)?
Yes No

Do you have any allergies? (Please specify)

Do you have any chronic viral infections, such as cold sores or hepatitis? Yes No

Do you have any chronic respiratory problems? Yes No
If yes, please explain:

Please list any physical or medical limitations not mentioned above that would prevent you from performing ZooCorp duties (i.e. seizures, back trouble, etc.) **Remember, you must have a current negative TB test and a current tetanus shot (within the last 5 years). Proof of these can be supplied after you are accepted into the program:**

PERSONAL INFORMATION

Occupation or previous work experience: _____

Volunteer Experience: Please list current and past organizations to which you have belonged and any positions within the organization that you have held. _____

What do you hope to gain from becoming a ZooCorp member? _____

List any skills or experience you have that you feel would help you in attaining a position as a ZooCorp member: _____

List any special talents, hobbies, or interests you have: _____

I work best on projects that involve:

- | | |
|--|---|
| <input type="checkbox"/> animal experience | <input type="checkbox"/> special events |
| <input type="checkbox"/> carpentry | <input type="checkbox"/> Indoors |
| <input type="checkbox"/> painting | <input type="checkbox"/> Outdoors |
| <input type="checkbox"/> gardening | <input type="checkbox"/> Office work |
| <input type="checkbox"/> cleaning | |

I cannot or am not comfortable doing the following:

- | | |
|---|--|
| <input type="checkbox"/> Drive | |
| <input type="checkbox"/> Climb a ladder | <input type="checkbox"/> Working with bleach or other chemicals |
| <input type="checkbox"/> Operate power tools | <input type="checkbox"/> Working with animals - which ones?
(_____) |
| <input type="checkbox"/> Operate small power equipment
(lawn mower, weed whip, etc.) | <input type="checkbox"/> Working with children |

I work best when:

- Working independently
- Working under direct supervision

Days I am likely to be available are:

How did you learn of the ZooCorp program? _____

BACKGROUND INFORMATION

Have you ever been convicted of a crime (misdemeanor or felony) other than a minor traffic violation? *(If yes, explain below including charge, date of conviction, place of conviction and sentence.)*
Yes No

Have you used, possessed or distributed any controlled substance in the last 6 months?
(If yes, explain below.) Yes No

I understand that information obtained through my volunteer status may be considered privileged information of the Tautphaus Park Zoo. I agree to keep all such information confidential except to the extent that disclosure of such information is expressly authorized and directed by an official staff member of the Tautphaus Park Zoo. In particular, I agree to make no statements or release any information about the Zoo to any news media except as authorized by the Tautphaus Park Zoo.

I represent that the information given by me in this application is true in all respects. I agree that if I am accepted as a volunteer and the information is found to be false in any respect, I may be dismissed from the organization. I authorize other volunteer organizations to release information pertaining to my work record, work habits and performance while a member of the organization.

I understand that any volunteer handbook or other written material provided to me will not constitute a volunteer contract, but merely a gratuitous statement of the present policies of the City of Idaho Falls and Tautphaus Park Zoo and those such policies may be amended or discontinued at any time without notice to me or without my consent.

I understand and agree that that if I am accepted as a volunteer in Zoo Corps, my volunteer status will be terminable at will and that either I, the City, or the Zoo may terminate the volunteer status at any time with or without cause and with or without notice. I agree to abide by all volunteer department policies. I pledge to be a positive representative of the Zoo.

(signature)

(date)

Explanation of any of the above:

Please Note: A Conviction includes a plea, verdict or finding of guilt regardless of whether a sentence was imposed. Disclosure of a criminal record will not necessarily disqualify you from volunteering. However, failure to disclose such information may result in disqualification of your application or termination of your volunteer service.

Thank you for providing this information and for your interest in volunteering at TPZ.
Please return this form to:

Tautphaus Park Zoo
ATTN: General Curator
P. O. Box 50220
Idaho Falls, Idaho 83405
(208) 612-8418