

## Walk on the Wild Side. Be a Zoo Volunteer.

*Thank you for your interest in the Detroit Zoological Society's volunteer program.  
The Detroit Zoo and the Belle Isle Nature Center prosper from community support.  
In return, we hope you enjoy the opportunities and training we provide.*

There are three steps to becoming a Detroit Zoological Society adult volunteer:

**Step 1:** Complete a Volunteer Profile Sheet and Background Check form and return them to [volunteer@dzs.org](mailto:volunteer@dzs.org) or to the address on the top of the Profile Sheet. Once we receive your documents, we will send you a confirmation.

**Step 2:** Attend Volunteer Orientation. The agenda includes welcome and introductions, presentations on opportunities at the Detroit Zoo, group interview, emergency preparedness, the Zoo's educational mission, volunteer policies and procedures and an introduction to our online scheduling system.

**Step 3:** Attend training, if necessary, for your selected assignment. Training dates and times will be provided during Orientation.

To reserve your seat at the Orientation to learn more about opportunities at the Detroit Zoo, please complete and return the enclosed Volunteer Profile Sheet, indicating which date you will attend. Since there is limited space available, we will advise confirmation when your Volunteer Profile Sheet is received.

### Volunteer Orientation Dates

**Saturday, March 3, 2018 from 9 a.m. – noon**

**Saturday, April 7, 2018 from 9 a.m.-noon**

**Tuesday, May 8, 2018 from 6-9 p.m.**

**Tuesday, June 12, 2018 from 6-9 p.m.**

**Saturday, September 8, 2018 from 9 a.m.-noon**

**Orientation Location:** See the map included in this packet for directions to the Ford Education Center: Enter the Zoo through the Administration Gate (#4) located one-quarter mile west of the main Zoo entrance on the I-696 service drive. The security guard will give you further directions and volunteers will be on hand to direct you to the Ford Education Center.

Please note, the minimum age is 18 and volunteers do not feed or handle the animals.  
We look forward to hearing from you.

Crystal M. Bell, Volunteer Manager  
Melissa Pletcher, Assistant Manager

Detroit Zoological Society  
8450 W. 10 Mile Road  
Royal Oak, MI 48067

[volunteer@dzs.org](mailto:volunteer@dzs.org)  
Phone (248) 541-5717, ext. 3802  
Fax (248) 542-4465

# *Run with the wildest crowd in town!*

## Volunteer at the Detroit Zoo!

IF YOU HAVE AN INTEREST IN ANIMALS, ENJOY PEOPLE AND HAVE A CHEERFUL DISPOSITION, WE HAVE A PLACE FOR you!

### **The following opportunities are available year-round.**

**Australian Outback Adventure “Mob Squad”**- Guests are able to walk among the kangaroos and wallabies on a pathway through the *inside* of their exhibit. Volunteers are on hand to answer questions and to facilitate the flow of visitors. A three to four-hour specialized train session includes information about our kangaroos and wallabies, their lifestyle and native habitats.

**Ford Education Center Volunteers** - Our premier education facility offers the opportunity to help with a wide variety of activities. Greeters, way-finders, program assistants, the list grows and changes depending on the programming that is scheduled.

**Gallery Guides** - Work with Zoo staff to greet and educate visitors in the unique and award-winning Wildlife Interpretive Gallery. Assist visitors with information in the Butterfly Garden, the Art Gallery and Science On a Sphere. All Gallery Guides attend a three-hour training session taught by Zoo staff to be acquainted with the facility and its residents.

**Docents** - Share your knowledge and appreciation of animals with groups of adults and children. Participate in educational programming at the Detroit Zoo, including leading group tours. Docents also staff the Arctic Ring of Life, the National Amphibian Conservation Center and answer questions at animal habitats throughout the Zoo. Docents learn about the Zoo and its animal residents during in-depth, multi-week training sessions taught by Zoo staff, usually scheduled in the fall.

**SOS Assistants** – Science On a Sphere (SOS) is an amazing spherical display system that projects dynamic simulations of the Earth, its atmosphere, oceans and land. It is located in the Wildlife Interpretive Gallery and was developed by the National Oceanic and Atmospheric Administration, which also provides the environmental data that it displays. It is a great teaching tool to educate audiences. Volunteers at this location answer questions about how the Sphere works and assist with the flow of traffic through the exhibit. A one-hour training session is required.

**Staff Aides** - Assist a staff member by performing essential tasks such as answering the phone at the Call Center, filing, organizing, entering data and stuffing envelopes. The amount of time a Staff Aide volunteers is determined by his or her availability. All report to a specific person and schedule their time with that person. Some Staff Aides have regularly scheduled shifts and others are called as needed. Shifts are generally on weekdays during normal business hours. Training is on-the-job.

**Special Events Volunteers** - Help with a variety of jobs during our special event activities throughout the year. Arts and crafts, reading stories or helping with games are typical activities. If you enjoy interacting with children and meeting new people, you can help us as a Special Events Volunteer. Special Events at the Detroit Zoo include *Bunnyville*, *GreenFest*, *MemberFest*, *Zoo Boo*, *Wild Lights* and many more throughout the year. A pre-event meeting may be required for training purposes.

**Polk Penguin Conservation Center** – Volunteers in this location assisted by answer guest questions and on busy days, they help with the flow of visitors through the facility. All Penguin Center volunteers attend a three-hour training session taught by Zoo staff. We recommend a visit to the penguin center as a prerequisite to joining this volunteer group.

**Belle Isle Nature Center Assistant** – See next page for information.

### **The following opportunities are available April – October only.**

**ARL Guest Assistant** - The Arctic Ring of Life (ARL) is a must-see element of a Zoo visit. Volunteers in this area learn about the seal and polar bear residents in order to answer questions and to share their compelling rescue stories. On extra busy days, they organize the flow of visitors through the Polar Passage while bears and seals swim overhead. We recommend a visit to the ARL as a prerequisite to joining this volunteer group.

**Zoo Ambassador** - This is a job for a real “people person.” Greeting and welcoming visitors as they enter the Zoo, helping them find the facilities and exhibits they are looking for, sharing the news of the day regarding special events and activities, all of these and more fall under the Zoo Ambassador job description. And, of course, as our diplomats of customer service, they do it all with a smile! A six-hour one-day training session is required.

**Gardening Assistants** - Help the Landscape staff with special projects, weeding, planting and watering. Flexible schedules are available during the growing season as well as the rest of the year to maintain indoor plantings. No training is provided; gardening experience is required. When an Adopt-a-Garden plot becomes available, Gardening Assistants are offered the first opportunity to adopt.

**For all programs listed above, the minimum age is 18. No prior experience is required. Please note that volunteers do not feed or handle Zoo animals. *The Volunteer Program (ages 15-17) has a separate application process.***

# BELLE ISLE NATURE CENTER



**Belle Isle Park** is a Detroit gem and became Michigan's 102nd State Park in 2014 as part of a lease agreement with the City of Detroit. This 985-acre island park is situated on the Detroit River between the United States and Canada. It holds a special place in the memory of many people who grew up swimming, ice skating or canoeing during frequent visits to the island. We are pleased to offer an opportunity for people to give back to a place that has meant so much to them and to introduce it to those interested in supporting the city.



The **Belle Isle Nature Center** is operated by the Detroit Zoological Society. Its mission is to “bring the wilds of Michigan to the heart of Detroit” and it works to achieve that goal by providing a variety of nature experiences for Detroit school children and families from Detroit and southeast Michigan. It also serves as a meeting place for local conservation-related organizations.

The building itself features Michigan reptiles, amphibians and fish along with a very popular bee exhibit along an indoor nature trail. Large windows look out to a collection of feeders frequented by a wide variety of native and migrating bird species. Feeding the deer was always a memorable part of a Belle Isle visit so the Nature Center offers a Deer Encounter with daily public feeding times. Nine of the fallow deer that formerly roamed the island are housed in a 1-acre enclosure.

We are recruiting volunteers to help with two essential activities: **Special Events** and the **Deer Encounter**. Opportunities also exist for experienced gardeners willing to maintain sites around the building.

**Special Events Volunteers** fill a variety of needs according to the event. Typical duties will include greeting visitors, handing out programs, helping children with crafts, assisting vendors and staff with set up and clean up. A regular shift is not required; the events come and go throughout the year and volunteers can sign up for those that match their availability. We ask for a minimum of 20 hours per year to stay on our roster. Occasionally a pre-event orientation may take place and will be announced as necessary.

**Deer Encounter Volunteers** are valuable assistants Wednesday-Sunday during the fall, winter and spring and on a daily basis mid-June through Labor Day. This opportunity is for those with the time to contribute regular shifts to welcome visitors to the Nature Center, help them enjoy the animals and the activities by answering questions and providing information, and assisting with the public feedings at the Deer Encounter. People who love to learn and then share their knowledge will find this particularly satisfying. Again, the minimum commitment is 20 hours annually but we are sure those who venture into this opportunity will be happy to provide much more support.

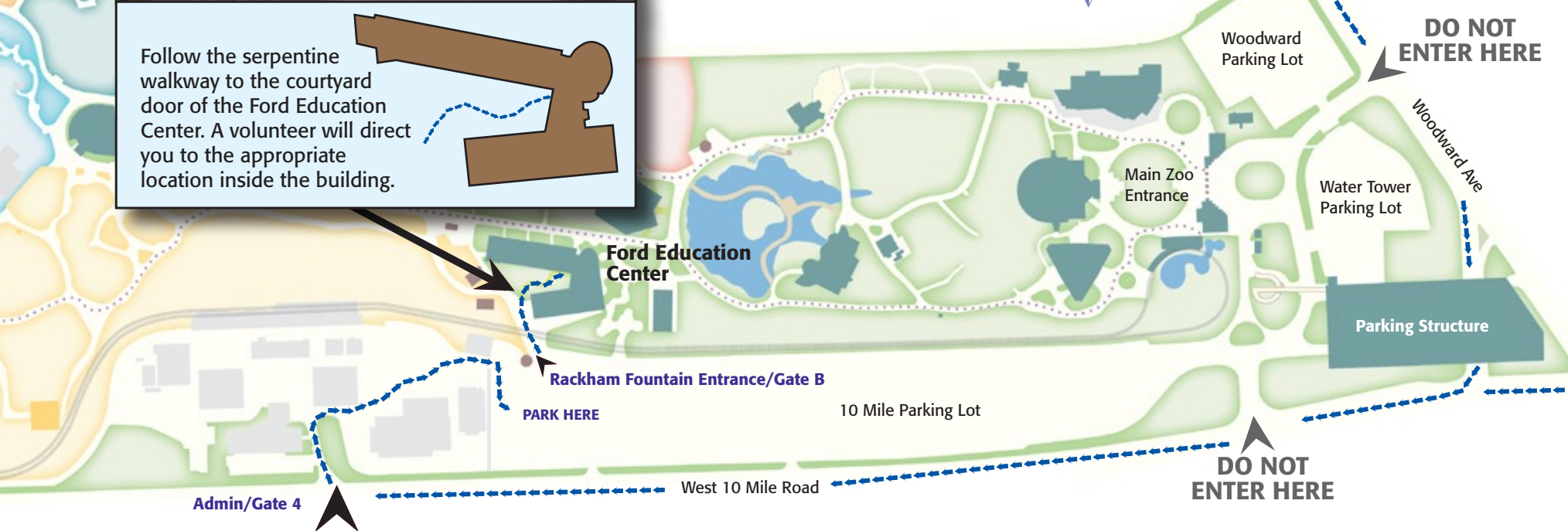
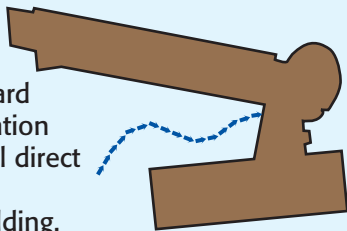
There are four steps to becoming a Belle Isle Nature Center volunteer:

- Complete a Volunteer Profile Sheet
- Attend Volunteer Orientation
- Attend a Belle Isle Nature Center orientation

**The minimum age is 18. No prior experience is required. We will provide you with the training you need. Please note that volunteers do not handle Zoo animals.**



Follow the serpentine walkway to the courtyard door of the Ford Education Center. A volunteer will direct you to the appropriate location inside the building.

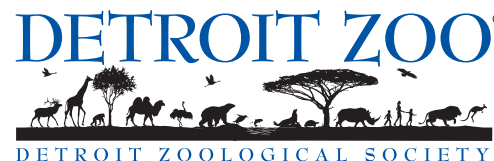


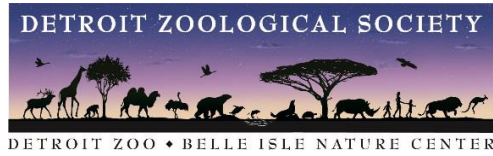
## ENTER HERE FOR VOLUNTEER ORIENTATION

Enter through Administration/Gate 4 where security guard is stationed. Follow the roadway to reach the 10 Mile Parking Lot.

Park in the west end of the 10 Mile Parking Lot, near the Rackham Fountain Entrance/Gate B.

Proceed to the courtyard door of the Ford Education Center.





# Volunteer Profile Sheet

Volunteer Services, Detroit Zoo, 8450 W. 10 Mile Rd., Royal Oak, MI 48067 or [volunteer@dzs.org](mailto:volunteer@dzs.org)

Name \_\_\_\_\_ Email address \_\_\_\_\_  
last first

Cell phone w/area code \_\_\_\_\_ Home phone w/area code \_\_\_\_\_

Address \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_

Preferred name on badge \_\_\_\_\_

How did you find out about our volunteer program? online \_\_\_ *Habitat* \_\_\_ DZS website \_\_\_

Zoo volunteer (name) \_\_\_\_\_ Other (please explain) \_\_\_\_\_

Are you a member of the Detroit Zoological Society? yes \_\_\_\_\_ no \_\_\_\_\_

Where do you want to volunteer? Detroit Zoo \_\_\_ Belle Isle Nature Center \_\_\_

Detroit Zoo Orientation Date (circle one): March 3 April 7 May 8 June 12 Sept 8

**We will confirm the orientation date upon receiving your Profile Sheet. Space is limited; please cancel or reschedule if your plans change.**

## Emergency Information

Name \_\_\_\_\_ phone \_\_\_\_\_ relationship \_\_\_\_\_

**Education** location years completed grad date major

high school \_\_\_\_\_

college \_\_\_\_\_

grad school \_\_\_\_\_

other \_\_\_\_\_

**Employment** company name city/state your title dates

present \_\_\_\_\_

past \_\_\_\_\_

**Volunteer Experience** organization name city/state work assignments dates

1. \_\_\_\_\_

2. \_\_\_\_\_

Can you perform the essential functions of the position for which you are applying with or without accommodation?

Yes \_\_\_\_\_ No \_\_\_\_\_

Explain if needed:

Have you ever been convicted of a crime, including a serious traffic violation? Yes\_\_\_\_\_ No\_\_\_\_\_

Do you have any felony or misdemeanor charges pending against you? Yes\_\_\_\_\_ No \_\_\_\_\_  
(If yes to either question, state when, where and the nature of the offense.)

\_\_\_\_\_

Are you 18 years or older?      ° YES   ° NO    If under 18, what is your current age? \_\_\_\_\_

**Areas of Interest (CIRCLE)**      **Belle Isle Nature Center:** Special Events    Deer Encounter

**Detroit Zoo:** ARL Guest Assistant    Australian Outback    Docent    FEC Assistant    Gallery Guide

Gardening    Science On a Sphere Assistant    Staff Aide    Special Events    Zoo Ambassador

Polk Penguin Conservation Center    *Dinosauria* (temporary exhibit May 26-Sept 3)

**Special Skills** (circle as many as apply):

secretarial    research    arts/crafts    teaching    telephone    proofreading  
graphics    writing    calligraphy    computers    filing    photography    public speaking    Other: \_\_\_\_\_

Fluency in Spanish, Arabic, Japanese, Chinese or ASL? (Indicate which language) \_\_\_\_\_

**Time** How many hours a week can you commit to volunteering? \_\_\_\_\_

For how long are you interested in volunteering? \_\_\_\_\_

Why do you want to be a Detroit Zoological Society volunteer (please be as specific as possible)

\_\_\_\_\_  
\_\_\_\_\_

**Commitment Statement**    I understand that if accepted as a volunteer:

- I offer my services with an understanding that there will be no monetary compensation.
- I will be prompt and regular in my service and will notify my supervisor if I must be absent.
- I will readily accept training and supervision.
- I will adhere to the Detroit Zoological Society's policies and procedures.
- I will notify my supervisor or volunteer coordinator if I am unable to complete my commitment or if I would like to transfer to another volunteer assignment.
- I will notify Volunteer Services when I leave the volunteer program.
- I certify that the information in this application is correct to the best of my knowledge and I understand that falsifying any information may result in termination of my participation in the volunteer program.
- I give the Detroit Zoological Society the right to conduct criminal background checks.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

DETROIT ZOOLOGICAL SOCIETY



DETROIT ZOO ♦ BELLH ISLE NATURE ZOO

**VOLUNTEER AUTHORIZATION FOR MICHIGAN CRIMINAL RECORD  
AND SEX OFFENDER REGISTRY CHECKS**

By signing below, I \_\_\_\_\_, hereby voluntarily authorize the Detroit Zoological Society and its agents to conduct criminal record and sex offender registry checks as part of the applicant screening process. This is necessary to help promote a suitable and safe work environment for Staff and Volunteers. I understand that the following information is required in order to conduct the searches and I have voluntarily completed the requested information.

(Please print legibly)

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle initial: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_ County: \_\_\_\_\_

Race:  Black or African American  White or Caucasian  Asian  Other

Sex:  Male  Female

Date of birth (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_

Other name, if applicable: \_\_\_\_\_  
(Last name, First name, Middle Initial)

I understand that the information that I have provided will be used solely for the purpose of conducting the criminal record and sex offender registry checks and will in no way be used to make a hiring decision.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_