

JOB DESCRIPTION

Job Title(s):	Internship: Teen Program Intern
Reports to:	Teen Program Coordinator
Anticipated start date:	Late May/Early June 2018
Term:	Summer 2018, potential for renewal through Fall semester
Pay:	\$250 for summer

The teen program intern will work 15-20 hours/week to support on-grounds teen volunteers as they provide exceptional guest service to everyone who visits the Zoo. Internship to include some Saturday hours. Adjustments may be made or additional duties may be assigned based on the skills and interests of the intern and needs of the Zoological Society.

The teen program the intern will be assisting with endeavors to connect teens to the world around them through environmental and public engagement. The role of teen participants is to develop new leadership, interpretive, and public speaking skills while working alongside mentors and peers to promote the Zoo's mission of education, conservation, and inspiration.

Responsibilities May Include:

1. Support the engagement of teen volunteers. Support the engagement of volunteers as appropriate, including checking-in with them, making sure they have the supplies and information they need to succeed at their jobs. Communicate critical issues Volunteer Coordinator
2. Supervise group activities with teens and assist in creating a cooperative atmosphere
3. Follow up with teen volunteers to ensure that they are having a positive volunteer experience, taking action or passing on feedback as needed to motivate further service.
4. Assist with teen training
5. Assist in maintenance of volunteer records, utilizing Volgistics software
6. Other projects as interests and needs allow

Qualifications:

- Able to relate to people of diverse backgrounds, personalities and motivations.
- Ability to connect with teens in a meaningful and engaging way
- Strong interpersonal and communication skills
- Must be prompt, organized, enthusiastic, and professional.
- Must be able to work well independently and also as a supportive part of a team.
- Must be able to effectively manage multiple tasks while maintaining an attention to detail and timeliness
- Position requires the ability to maintain confidentiality concerning member/volunteer records and account information.
- Availability on one weekend day per week.
- Prior volunteer coordination preferred
- Subject to personal background check

For consideration, submit resume and cover letter via email to Nikki Darga, Teen Program Coordinator - nikki@vilaszoo.org . Application materials will be reviewed as they received until positions are filled.