

## **THE AUCKLAND ZOO VOLUNTEER PROGRAMME**

Thank you for your interest in the Auckland Zoo Volunteer Programme.

Auckland Zoo Volunteers are our ambassadors for the zoo – and take great pride in fulfilling this role in a professional manner.

Being a Zoo Volunteer gives you an opportunity to share an interest in wildlife and conservation with visitors to the zoo. It is also a valuable chance to meet and work with a wide range of people, at the same time gaining an insight into the conservation and education focus of the zoo.

As a Volunteer, you will need to be at least 18 years of age. We are seeking Volunteers who **1) have excellent communication skills, 2) lots of enthusiasm, 3) are physically fit, 4) reliable, 5) team players, and 6) have a big welcoming smile!**

Volunteers' work involves **PEOPLE not animals**. The conservation policy of the zoo does not advocate animal contact.

The commitment we ask of Volunteers is one day a week (or once a fortnight for weekend volunteers), between the hours of 9.45am to 3.00pm for a minimum 12 month period. Zoo Volunteers must, at all times wear correct uniform and name badges and a dress code document must be signed upon commencing as a Zoo Volunteer.

There is a one-day induction course designed to familiarise prospective Zoo Volunteers with all aspects of the zoo. Zoo Volunteers must also attend ongoing training to keep them up-to-date with new developments and general knowledge about the zoo.

As a Volunteer at Auckland Zoo, you provide a vital support system for staff, keepers and animals, to assist with the success of Auckland Zoo. We are confident that whilst providing this invaluable support, you will enjoy being part of the Auckland Zoo Volunteer family.

Please fill out the attached form. If you are able to commit and we have suitable positions, we will set up a personal interview with you.

We are extremely interested in accommodating new Zoo Volunteers with a passion for animals, wildlife and our environment including a desire to interact with people.

We look forward to receiving your application form.

Volunteer Coordinator

Auckland Zoo, Private Bag, Grey Lynn,

Phone: 09 353 2090

Email: [volunteercoordinator@aucklandcouncil.govt.nz](mailto:volunteercoordinator@aucklandcouncil.govt.nz) Fax: 09 360 3818

## Options for Volunteering at the Auckland Zoo

If you have a love for animals and people, volunteering at Auckland Zoo can be a wonderfully rewarding experience. The purpose of the Zoo is to promote recreation, education, conservation, and research. Volunteers assist the Zoo towards achieving these four aims.

Current Volunteer positions:

1. **Volunteer Zoo Guides:** A Volunteer Guide, is one who is, out and about in the Zoo, meeting and talking to the visitors. This involves assisting at Keeper Encounters, walking tours, golf cart tours, education display tables and stationary guides at specified areas around the Zoo. To be a Guide Volunteer, you must have great communication skills, be easily understood, good level of fitness, have an outgoing personality with lots of enthusiasm, and a willingness to learn a lot about the animals and their habitats. Guides promote learning and inspire visitors toward our conservation ethic. You must give a commitment of at least one day a fortnight, preferably weekly, from 9.45am to 3pm. Assistance with after hour events is available occasionally.

We are now recruiting Guides for Te Wao Nui, the largest and most important development in Auckland Zoo's history. This area will show case New Zealand's unique flora, fauna and culture, through six New Zealand habitats, The Coast, The Islands, The Wetlands, The Night, The Forest and The High Country. So, if you have a interest in New Zealand's special plants and animals, we would love to hear from you.

2. **Volunteer Zoo Crew:** We are looking for volunteers to support the life sciences department by collecting grass and leaves for our animals. Plant identification is of the utmost importance. Responsibilities also include cleaning windows on the outside of enclosures, an assortment of driving duties outside the zoo, as well as golf cart deliveries inside the zoo. (full NZ driving licence is required). The applicants must be physically fit, reliable and be able to work independently. We ask for a commitment of 6 months.

All Volunteering positions at Auckland Zoo involve working outdoors in a variety of weather conditions and require a fair level of fitness. If one of these roles suits your personality and needs please complete the application form on the next page.

# Volunteer Application Form

## Personal Information - Please Print

First Name(s)	.....
Surname	.....
Address	..... ..... .....
Telephone No.	Work ..... Home .....
	Mobile .....
<b>Email</b>	.....
Date of Birth	.....M / F (Please circle)
Occupation	.....
Do you hold a current first aid certificate?	.....

## Emergency Contact

First Name(s)	.....
Surname	.....
Telephone No.	Work ..... Home .....
Relationship	.....

## Court Convictions

Have you ever had any Court convictions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you awaiting the hearing of any charges in a Civil or Criminal Court of Law?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes please give details	..... .....	

**Note: you will be required to complete a separate form (see attached) to give your permission for disclosure of convictions by the Department of Courts to the Zoo (Auckland Council).**

## Driver Licence

Current Driver Licence	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please note that to drive any zoo vehicle you must fill out a separate driver check form.		

## Health

Have you had or do you have an existing medical condition such as loss of hearing, repetitive strain injuries, depression, arthritis, etc. – which the tasks of this job may aggravate or contribute to or that Zoo staff should be aware of?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes please give details.....	..... .....	

**References**

Please nominate two people (other than close friends and family) whom you authorise to be contacted and to release information in order to provide references. State what relationship they are / were to you.

I consent to Auckland Council seeking verbal information on a confidential basis about me from referees and authorise the information sought to be released by them to Auckland Council for the purposes of obtaining my suitability for the position of Volunteer. I understand that the information received by Auckland Council is supplied in confidence as evaluative material and will not be disclosed to me.

Signature ..... Date .....

Name	Relationship to you	Phone Number

**Personal Statement**

Why are you interested in becoming a Volunteer at the Zoo?

.....  
 .....  
 .....  
 .....  
 .....

What experience have you had that you think will be helpful in a Volunteer position?

.....  
 .....  
 .....  
 .....

What strengths, personality or skill-based, can you bring to the position?

.....  
 .....  
 .....  
 .....

What are your hobbies?

.....  
 .....  
 .....

How did you find out about Volunteering at Auckland Zoo?

.....  
 .....

**Availability to Work**

Please circle the days you would be available to work at Auckland Zoo:

**MON TUES WED THURS FRI SAT SUN**

Please circle the time commitment you are available to work

**WEEKLY**

**FORTNIGHTLY**

Comments .....

What areas of volunteering are you interested in:

- Volunteer Zoo Guide
- Volunteer Zoo Crew (full duties not needed Saturday or Sunday)

If you are interested in more than one position, place a 1 next to the most desired position and a 2 on your next preferred position.

**Declaration**

I .....(full name) am prepared to be available for at least one day a fortnight. I agree to abide by the specified dress code, and return my polo shirt and name badge upon resignation.

Signature ..... Date  
.....

As a volunteer, in the course of your duties you will have access to confidential information, a requirement to administer donations and contact with children. A police check is considered a part of the normal application process and is mandatory for these reasons.

Please send your completed form to:

Volunteer Coordinator  
Auckland Zoo, Private Bag, Grey Lynn,  
Phone: 09 353 2090  
Email: [volunteercoordinator@aucklandcouncil.govt.nz](mailto:volunteercoordinator@aucklandcouncil.govt.nz)  
Fax: 09 360 3818