

Peoria's Glen Oak Zoo Internships

Internships at Peoria's Glen Oak Zoo are available in three areas:

- Education
- Animal Care
- Development

Internships last for a minimum of 12 weeks, 16 hours per week.

All intern program applicants must meet the following minimum requirements:

- Completed at least two years of college at an accredited institution majoring in the area in which they would like to be considered. Interns may also have equivalent or relevant life experience that can also be considered.
- Overall grade point average of C+ (2.5 on a 4.0 scale) or better.
- Submit a properly completed intern application packet.

The application package must include all of the following materials:

- A completed Peoria's Glen Oak Zoo intern program application form.
- A completed Peoria Park District volunteer form.
- Two letters of recommendation
- An official copy of the applicant's most recent transcripts for all colleges or universities attended.
- A current resume detailing education and other qualifications
- A cover letter answering essay questions (see application package for details).

Internships are available on a year-round basis. Most internships are unpaid. Housing arrangements are the responsibility of the successful intern.

Application deadlines for internships are as follows:

- Summer Term (May thru August) Deadline:
April 1
- Fall Term (September thru December) Deadline:
August 1
- Winter Term (January thru April) Deadline:
December 1

Applicants chosen to be interviewed will be notified by email. Successful applicants will be advised of their selection and internship assignments by email. A \$15 program fee is required upon placement into the internship program.

For the welfare of employees and animals, proof of a current tetanus vaccination and TB test is required for education and animal care internships prior to the start of the internship assignment.

For further information on internships contact jroderick@peoriaparks.org

Peoria's Glen Oak Zoo
Internship Job Descriptions

Animal Care

Assisting the keeper with: daily animal husbandry
servicing animal habitats and holding areas
preparing diets and feeding the animal collection
record keeping
behavioral enrichment
Other duties as assigned

Must be able lift a minimum of 50 pounds.
May be required to work outdoors in a variety of weather conditions.
May be asked to complete season long project as assigned.

Education

Assisting an educator with: Teaching interpretive programs for all ages, preschoolers-
adults
Complete animal handling training and present professional
live animal demonstrations
Help to organize and conduct special events
Assist in daily animal shows
Others duties as assigned

Must be able to lift a minimum of 40 pounds.
May be required to work outdoors in a variety of weather conditions.
May be asked to complete season long project as assigned.

Development

Assist development with: Organizing special events
Producing and distributing the newsletter
Marketing programs (ex. adopt an animal/memberships)
Other duties as assigned

Must be able to lift a minimum of 30 pounds.
May be required to work outdoors in a variety of weather conditions.
May be asked to complete season long project as assigned.

Peoria's Glen Oak Zoo
Internship Eligibility Requirements

Students interested in participating in the intern program must:

- Have completed at least two years of college at an accredited institution majoring in the area in which they would like to be considered. Interns may also have equivalent or relevant life experience that can also be considered.
- Have an overall grade point average of "C+" (2.5 GPA on a 4.0 scale) or better.
- Submit a properly completed intern application package.
- Have proof of tetanus vaccine within the last 5 years and a negative TB test within the last 6 months.

The application package must include all of the following materials:

- A completed Intern Program Application form.
- Two professional letters of recommendation that include a candid assessment of the candidate's aptitude, qualifications, background, and suitability for the intern program.
- The most recent official (original) transcript(s) for all colleges or universities the applicant has attended.
- A current resume detailing education and other qualifications, including work history and any other relevant experience such as military or volunteer service.
- A Peoria Park District volunteer application (can be found at peoriaparks.org under volunteers).
- Provide for college guidelines in the internship if they will be applied for credit.
- A cover letter answering the essay questions below.

Internship Essay Questions

To be considered for an internship at Peoria's Glen Oak Zoo, the applicant must submit an essay (approximately 400 words) responding to the following questions.

- How does this internship relate to your career goals?
- How will Peoria's Glen Oak Zoo benefit from your participation in this program?

