

PEDZ

Promoting Ethnic Diversity in Zoos

2022 Application Packet



Are You:

- 🐾 Between 14-18 years old?
- 🐾 A full-time Hamilton County Resident?
- 🐾 Willing to work outdoors?
- 🐾 Wanting to gain work experience?
- 🐾 Interested in having fun and building friendships?

Contact Information

Education Department
Chattanooga Zoo
301 N. Holtzclaw Ave
Chattanooga, TN 37404

423-697-1322 ext. 7595
education@chattzoo.org



Program Overview

The Promoting Ethnic Diversity in Zoos (PEDZ) Program is a creative and meaningful summer employment opportunity for highly motivated youth between 14-18 years of age who want to gain work experience and would like to learn more about education, animal care, and zoo operations. The Zoo is looking for responsible, enthusiastic students who can interact positively with guests. Students of all academic levels will be considered for the program. This information packet contains an overview of the program, program requirements, and application.

Since 2002, our nationally-recognized PEDZ Program has provided employment and professional development opportunities for Chattanooga youth. This unique and engaging program allows students to become part-time Zoo employees. Participants engage in a variety of experiences that provide them with opportunities to serve their community, develop career skills, and broaden their understanding of the Zoo's mission. Chattanooga Zoo PEDZ participants work 20 hours per week through June and July. PEDZ positions are available in a variety of departments throughout the Zoo - Education, Guest Services, Maintenance, and Animal Care. As a PEDZ's participant you will have the opportunity to participate in a Professional Development series to help prepare you for entry into the workforce. As we embark on our 20th year we are extremely excited about what the summer 2022 has in store for you, the zoo and our community.

Before you get started, please read through the materials thoroughly. It is important that you decide whether or not this program is right for you. Once you are accepted, we will rely on your commitment for the full duration of the summer program. Most importantly we want you to enjoy this time at the Zoo and be able to make the most of the program!

Requirements

Successful applicants must:

- ❖ Be age 14-18 years old
- ❖ Submit a completed application, including:
 - ❖ Application filled out in its entirety by the student
 - ❖ 1 mandatory and 1 optional reference forms
- ❖ Complete a mandatory interview
- ❖ Be willing to work outdoors in all types of weather
- ❖ Be hardworking and serious about learning
- ❖ Ability to follow directions



If accepted, you must:

- ❖ Adhere to program rules and policies
- ❖ Make a commitment to work 20 hours per week throughout the months of June-July.
- ❖ Attend a mandatory orientation on the first day of the program

Please keep this page to refer to program information.

Position Descriptions

Education Department

Education Assistant

Assist the education department by helping prepare for education programs and completing craft projects. Will also assist guests in interpreting and learning about Chattanooga Zoo's exhibits and programs, act as a goodwill guide by helping to answer questions/comments from visitors, and attend various interpretation trainings.

Counselor in Training

As an important part of Zoo Camp Staff, the Counselor in Training (C.I.T.) works in partnership and under the guidance of a Senior Camp Staff, managing and leading a group of kids, ages 5-14. C.I.T.'s will assist with instruction of fun and educational activities, games, all camp programs and group safety. Activities are focused on animal and environmental curricula as well as team and friendship building skills. C.I.T.'s will receive training on teaching strategies, curricula, Zoo exhibits and the rules and regulations of the Zoo and Zoo Camp.

Guest Services

Gift Shop Associate

Assist guest services staff with the day-to-day operations of Chattanooga Zoo, which may include but are not limited to: gift sales, customer service, count, mark, and secure incoming merchandise, will greet and assist guests with purchases of Zoo memberships and promote benefits of membership to Chattanooga Zoo, its programs and mission. Other duties might include general housekeeping sweeping, mopping, and cleaning restrooms. While performing *Gift Shop Associates*, should be aware of customer needs, and offer assistance proactively. No two days are the same!

Marketing & Events Department

Administration Assistant

Assist the administration office and marketing/events team in daily tasks and help by prepping and setting up for zoo events. You will learn administration skills and about the business aspects that help maintain a zoo.

Animal Care Division

Keeper Aide

As a Keeper Aide you will be exposed to the natural history and husbandry of the animals under your care. You will assist the Petting Zoo in cleaning of the barn/yard and care of the animals, help Zookeepers with food preparation, and help our rehabilitation center with intake of injured/ill wildlife.

Landscaping Department

Facilities Crewmember

Assist the Maintenance/Landscaping department with the preparation, installation and maintenance of the Zoo's grounds. Crewmember's assist the grounds crew with upkeep of facilities, working on exhibits, and animal holding areas, assist with planting, pruning, watering, weeding, cleaning and performing other related maintenance activities as well as other projects.



PEDZ

Program Application

Summer 2022

Please type or print on both the front and back portions of the application.

Applicant Information

| | | | | |
|----------------|--------------------------|-----------------|----------|---------------|
| First Name | Middle Initial | Last Name | Nickname | |
| | | / / | | |
| Name of School | Current Grade (ex. 10th) | Graduation Date | Age | Date of Birth |
| / / | | | | |

Contact Information

| | | | |
|-----------------------|-------------------|----------------|--|
| Street Address | Apartment Number | | |
| City | State | Zip Code | |
| () - | () - | @ | |
| Home Telephone Number | Cell Phone Number | E-mail Address | |

Parent or Guardian Contact Information

| | | | |
|-----------------------|-------------------|-------------------|----------------|
| Last Name | First Name | Relationship | |
| () - | () - | @ | |
| Home Telephone Number | Work Phone Number | Cell Phone Number | E-mail Address |
| Last Name | First Name | Relationship | |
| () - | () - | @ | |
| Home Telephone Number | Work Phone Number | Cell Phone Number | E-mail Address |

What is the best number to leave messages for parent or guardian? _____

Previous Experience

| Work or Volunteer Experience | |
|---|-------|
| | |
| Company <i>Please describe your duties below</i> | Dates |
| | |
| | |
| | |
| | |

| Work or Volunteer Experience | |
|---|-------|
| | |
| Company <i>Please describe your duties below</i> | Dates |
| | |
| | |
| | |

Interests

I am most interested in ... (Please check all that apply)

| | | |
|---|--|--|
| <input type="checkbox"/> learning about animals | <input type="checkbox"/> landscaping | <input type="checkbox"/> organizing |
| <input type="checkbox"/> environmental issues | <input type="checkbox"/> maintenance work | <input type="checkbox"/> making crafts |
| <input type="checkbox"/> taking care of animals | <input type="checkbox"/> details of running a business | <input type="checkbox"/> working with kids |
| <input type="checkbox"/> being outside | <input type="checkbox"/> interacting with people | <input type="checkbox"/> working with others |
| <input type="checkbox"/> doing projects | <input type="checkbox"/> speaking in front of groups | <input type="checkbox"/> working alone |

Position Preference (Description on last page)

Please indicate your **1st and 2nd choice only** for a summer position. We will do our best to place you in your top choice; however, you will be placed in the position that best suits you based on your application, essay and interview.

____ Education Assistant
____ Camp Counselor in Training
____ Marketing & Events
____ Guest Services (gift shop & ticket booth)

____ Maintenance/Landscaping
____ Keeper Aide (Petting Zoo Attendant)
____ Keeper Aide (Preparing diets)
____ Keeper Aide (Vet Tech Assistance/Rehab)

More Information

Please answer the below prompt. Use an extra sheet of paper if needed.

Tell us about yourself and what some of your goals are for this summer:

Personal Reference Forms

There are 3 reference forms (personal, school, professional), completing 1 form is mandatory while completing the 2 others is optional. Please choose at least one of the forms below to fill out.

Reference Directions

The personal reference should be a source that you have known on a more personal level in a mentoring capacity. **This reference should not be a member of your family.** Family friends, someone from church, coaches, or other community members are appropriate if they have worked with you in a volunteer, community action, or employment situation.

Reference Information

| | | |
|------------------|---|---------------------------|
| Last Name | First Name | Relationship to Applicant |
| Job Title | Name of Organization (school, team, church, etc.) | |
| () - | @ | |
| Telephone Number | E-mail Address | Date |

School Reference Form

Reference Directions

This reference should be a teacher, guidance counselor, or equivalent school administrator.

Reference Information

| | | |
|------------------|---|---------------------------|
| Last Name | First Name | Relationship to Applicant |
| Job Title | Name of Organization (school, team, church, etc.) | |
| () - | @ | |
| Telephone Number | E-mail Address | Date |

Professional Reference Form

Reference Directions

This reference should be a supervisor or manager of a past job.

Reference Information

| | | |
|-----------------------------|----------------------|---------------------------|
| Last Name | First Name | Relationship to Applicant |
| Job Title | Name of Organization | |
| () - Telephone Number | @ E-mail Address | Date |

Required Signatures

I understand that in order to be eligible for a PEDZ position over the summer at The Chattanooga Zoo, I must be a Hamilton County resident. I hereby certify that I have been truthful on this application and that all information is true. Further, I give Chattanooga Zoo permission to check my references.

Student Signature

Date

Parent/Guardian Signature

Date

SEND COMPLETED APPLICATIONS TO:

Education Department
Chattanooga Zoo
301 N. Holtzclaw Ave
Chattanooga, TN
37404

Or email to
education@chattzoo.org

Please make sure applications are received in the Education Department by April 22nd, 2022

For Office Use Only

Received
 Application complete
 Contacted

Interview
 Mandatory Reference
 Optional Reference

Yes/No
 Waiting List
 Offered