

College Internship Program Birmingham Zoo, Inc.



Overview:

The College Intern Program is designed to give college students, who are 18 years of age or older, the opportunity to have an in-depth, hands-on experience working in the zoo profession with animal husbandry. It can be difficult to enter this field. This internship program offers students the opportunity to learn about Zoos and animal care and the chance to obtain some entry-level experience. The main responsibility of college interns is to assist the Birmingham Zoo keepers with daily routines and animal husbandry. The interns will work in their assigned areas for the duration of their internship. The internships will be for the college term, semester or quarter, and will also be available for the summer months.

Internship Length:

College term, semester or quarter, and/or summer months. Starting and ending dates of the internship is to be determined by the Curator, Zoological Manager, educational facility if involved, and the intern for the assigned area.

Internship Hours:

The days and hours the intern is to work will be determined by the Curator/Zoological Manager for the area that the college intern is assigned.

Non-Paid Internship:

This is a non-paid position. The Birmingham Zoo, Inc. does not provide any hourly wage or stipend with this internship. The intern is responsible for providing their own room and board and other essentials. The Zoo will provide 3 shirts and one pair of pants.

College Credit:

The Birmingham Zoo is unable to award any college credits. The institution that the student attends will decide the credit, if any, and any additional academic requirements that must be completed during the student's internship. The Birmingham Zoo is willing to work with the different higher learning institutions in regards to completing scholastic requirements during the student's internship.

Supervision:

The keepers in the area supervise the intern's activity. The intern is required to follow all policies and the employee handbook of the Birmingham Zoo, Inc. The job description for the keeper in the area is the job description that will be followed. All violations of any policy or

guidelines should be directed to the Zoological Manager of the Area, Curator of the area, and the Curator of Education. Animal endangerment and not following directions in any animal area is grounds for immediate dismissal from the program.

Duties:

1. Follow the directions of the keeper staff, the Zoological manager, and Curator while in the area
2. Assist the keepers in following the standards of daily care for the animals as established by the Birmingham Zoo.
3. Observe the animals for any changes in behavior and report it to the keepers immediately. All observed changes must be reported. The intern is not allowed to make any animal decisions. It is the responsibility of the keeper to make the decision about the animal.
4. Observe veterinary procedures during the internship as time permits.
5. Gather natural history information on animals housed in their area and assist the keepers in providing enrichment for the animals.
6. Assist the keepers in the general maintenance of the animal exhibits in the area.
7. Record all activities as directed by the keepers.
8. Being on time for the program. Being late is unacceptable.
9. Call the area if the intern is going to be late or absent.
10. Wearing the uniform properly at all times.
11. Professional behavior at all times.
12. Animal, public, and employee safety at all times.
13. Other duties as assigned. There may be times that the intern will be assigned a duty to assist the zoo in its mission. The Zoological manager may add other duties as the experience of the intern progresses.

(For education, horticulture, animal nutrition center, and volunteer interns please see those duties).

Termination from Program:

Not following the policies of the Birmingham Zoo, Inc., violation of the employee handbook, or animal endangerment.

Selection:

The intern program is limited in the number of internships. All of the internships are non-paid positions. All interested candidates must fill out a job application, include a resume, and turn these in with a letter of interest to the appropriate Curator.

Application:

All applicants are required to fill out a job application and submit a current resume. For the intern program, references must include at least a current college professor in their field. All

applications are required to be completed and turned in to the appropriate curator by July 15th for the fall term, Oct 15th for the winter term, and March 15th for the summer term. All interns are required to write an essay as to the reason they should be in the program, the benefits they will receive, and the benefits the zoo will receive having the intern in the program. Late applications will not be considered. All interviews will be conducted in within 30 days of the final due date of applications for the upcoming college term. Each intern will be notified as soon as the assignments have been made.

Application Due Dates:

(internships applications will be accepted past the due date if an internship remains open)

Fall Term:	July 15 th
Winter/Spring Term:	October 15 th
Summer Term:	March 15 th

TB Testing:

All interns are required to have a TB skin test done. The test must be negative and must have been done within the last 6 months prior to starting the internship program. The test will be conducted at the intern's own expense.

Vaccinations:

All interns must be current on their vaccinations; proof must be included with the application. Tetanus and TB must be current. All vaccinations are at the interns expense.

Drug Screen:

All candidates must pass a required drug screen once he or she has been accepted. Any candidate who fails the drug screen will be dismissed from the program.

Training: Upon arrival, the intern will be assigned a staff member in their assigned department who will orientate them to the zoo and introduce them to the other members of the area they will be assigned to. The Zoological Manager is responsible for the training and supervision of the college interns. The zoo will provide one shirt. The uniform will consist of the Birmingham Zoo uniform and the policy will be followed. The intern is responsible for the purchase of any extra shirts.

All interns will receive a tour, review of the handbook and policies, zoo operations, introduction to staff, tour of area, and guest relation policies.

Restrictions:

1. Interns are prohibited from operating any vehicles or power equipment.

2. Interns will not work in animal areas or other restricted areas unless accompanied by a full time zoo employee.

Responsibilities:

The following responsibilities affect all interns:

- 1) following all Birmingham Zoo, Inc. policies and procedures
- 2) recording hours spent doing duties and reporting them to the Zoological Manager/Curator of their assigned area.
- 3) comply with all aspects of the job description for their assigned area.
- 4) reporting to designated area on time and in proper uniform
- 5) polite guest interaction when the situation arises
- 6) working together with employees and volunteers to promote the mission of the zoo
- 7) Report all changes in animal behaviors immediately to the keepers

Supervision:

The intern program is part of the education department. All staff working with the interns are considered mentors and should report, via evaluation form, to the Curator of their assigned area. This includes the procedure for reporting problems. If an immediate concern arises, the staff is to follow the Birmingham Zoo, Inc. policies.

Termination:

All internships are terminated at the end of the school term that is decided upon entry into the internship. Interns that fail to comply with the policies and procedures of the Birmingham Zoo could be terminated at any time during their internship. All interns that successfully complete their internship may be considered for future internships.

Areas of Interest

Birds and Reptiles:

Curator: Tim Snyder

Zoological Manager: Cindy Pinger

Mammals:

Curator: Marcia Riedmiller

Primates and Predators:

Zoological Manager Beth Severson

Elephants and Savannah:

Zoological Manager Marie Krchak

Horticulture:

Curator: Bruce Relihan

Grounds, Horticulture, Exhibits

Education:

Curator: Carol Hendrickson

Education, Volunteers, Docents

Children's Zoo and Alabama Wilds:

Curator: Jared Baker

Animal Nutrition Center:

Lydia Cost

Visitor Services and Gift Shop:

Manager: Marcy Falkner

Assistant Manager: Ty Keith

Gift Shop, Front Gate, Visitor Services, Birthday Parties

Marketing and Development:

Holly Booyse

Special Events

Membership

Marketing

Development