



How to Submit your Education Volunteer Application

Applicants:

1. Be sure you mark the deadline date for the application and teacher recommendation forms on your calendar.
2. Be sure to completely fill out your application. Do not leave questions blank. If a question doesn't apply to you or your situation, please answer with the appropriate response of "not applicable" or "N/A".
3. Make sure your application is clearly written or typed, including your current contact information. Applications that cannot be read will not be processed and makes contacting an applicant difficult. If you have any information that changes after you have submitted the application (for example: your cell phone number changes or is not accepting calls, you have moved, etc), please contact the Education Volunteer Office so we may update your information.
4. If you are in high school, ask your teacher to fill out the Teacher Recommendation Form with as much advanced notice as possible. Make sure they are aware of the deadline. If your teacher opts to submit this form separately from your application, check in with them periodically to make sure the recommendation form reaches the Education Volunteer Office by the deadline.
5. Before submitting your application, be sure you have reviewed your packet thoroughly and have included all of the application pages, recommendation form (if your teacher chooses not submit this separately), and additional recommendation letters (optional). Do not include copies of your school transcript.
6. If you have questions about your application, please first review the **Frequently Asked Questions (FAQs)** link. If your questions are not answered after reviewing the FAQs, please either call or e-mail the Education Volunteer Office at 718-265-3450 or nyadocent@wcs.org. The coordinators are usually in Sunday through Saturday from 10:00am to 4:00pm during the academic year (September to June). During the summer months (July to August) the coordinators are usually in Sunday through Saturdays from 10:00am to 4:30pm.
7. If contacting the Education Volunteer Office, please note the coordinators may not be at their desk as they need to supervise the volunteers on the grounds of the aquarium. The Education Volunteer Office number does have voicemail. When leaving a message for the coordinators, make sure there is not a lot of loud background noise. Slowly and clearly state your name, phone number to reach you at, the times that are best to reach you and why you are calling. Repeat the information a second time so the coordinators can make sure they have your message in its entirety. The coordinators will return messages in the order in which they have received them when they are back in the office.

8. Applicants should be the only ones to contact the Education Volunteer Office, whether by e-mail or by phone. Applicants should not have parents, guardians, teachers, spouses, or other representatives inquire about their application status on their behalf.

Parents/Guardians of Applicants:

Your teen has applied to be a volunteer in the Education Volunteer Program. The New York Aquarium Education Department's Volunteer Programs are *unpaid* volunteer programs whose purpose is to support the Wildlife Conservation Society in its mission to "save wildlife and wild places worldwide through science, conservation action, education, and inspiring people to value nature". The opportunities available under the Education Volunteer Program aids WCS in this mission through creative, hands-on activities, informative and engaging talks at the aquarium's Touch Pool, exhibits and more.

Becoming a volunteer in the Education Department at the New York Aquarium is a great responsibility that is being undertaken by your teen. For many teens, this opportunity will be their introduction to the work force. Your teen, if accepted, will be required to manage their time, honor their commitments, and maintain a professional attitude and appearance as they will be representatives of the Wildlife Conservation Society in the presence of our guests.

To assist your teen in the application process we ask parents, guardians, teachers, job coaches, etc of applicants to encourage their teens in the following ways:

1. Please review the Education Volunteer description, Frequently Asked Questions (FAQs), and "How to Submit Your Education Volunteer Application".
2. Encourage your teen to keep track of deadlines.
3. Offer to review the application after your teen has completed the form. Look for grammar or spelling errors and missing information.
4. If your teen's teacher will be submitting the required teacher recommendation form separately, encourage your teen to follow up with that teacher to make sure the form is received by the application deadline.
5. If your teen has questions or concerns, encourage them to follow up with the Education Volunteer Office.
6. If your teen has received a phone call or e-mail to schedule an interview with the Education Volunteer Office encourage them to return the message in a timely manner. Please note that the office will only speak with the applicant. While the Education Volunteer Program recognizes that many teens will have to confirm dates with their parents, guardians, etc, before they can commit to an interview date and time, the Education Volunteer Office will not make interview appointments with anyone other than the applicant.