

Education Volunteer Programs

To The Applicant:

Becoming a New York Aquarium Education Volunteer can be an exciting and rewarding experience. As a volunteer, you will serve an important role in the education and engagement of guests visiting the aquarium. There are several volunteer opportunities available. Being a volunteer at the New York Aquarium requires that you are able to perform several job functions:

- **All applicants must be at least fifteen (15) years of age at time of submitting application.**
- **All applicants currently enrolled in high school must submit a teacher recommendation form.**
- **All applicants 18 years of age and older must submit to and clear a background check.**
- All applicants must have their own e-mail address and regular access to the internet.
- All applicants must successfully complete a mandatory training course for their selected role, which may include in-person and online coursework, written assignments and exams. Training courses are tailored to the volunteer role and will cover all relevant information to that chosen role. Each session covers marine science, public speaking skills and activities designed to foster good relations among docents.
- All applicants must be willing and able to volunteer at the touch tank. This involves handling live invertebrates (including, but not limited to, sea stars and horseshoe crabs), assisting the public in touching these animals, and giving educational talks about them.
- All applicants must be willing and able to speak to aquarium visitors and lead educational activities or talks at specific locations.
- All applicants must be willing and able to volunteer both indoors and outdoors, regardless of weather.
- All applicants must be willing and able to work with children of varying ages, and adults.
- In addition to completing the required service hours, all applicants must be willing and able to participate in a total of five (5) hours of special lectures or workshops after completing the training course.
- All applicants agree to purchase uniform and materials related to the training course (\$40.00).
- Upon successful completion of the training course, volunteers are expected to complete the minimum time commitment of their selected volunteer role.

Please consider all the information above before submitting your application.

Go to the aquarium's website at www.nyaquarium.com/volunteering for updated volunteer role descriptions, applications deadlines and training dates.

Education Volunteer Programs

Please Print or Type

Date: _____

PERSONAL INFORMATION

Name _____
Address _____ Apt. # _____
City _____ State _____ Zip _____
Home phone _____ Cell/Pager _____
E-mail _____ Shirt size _____

EDUCATION

What is your level of education?

some high school high school graduate some college
 associate's degree bachelor's degree master's degree
 doctorate other (explain) _____

If you are currently enrolled in school, please provide your school's information.

School Name _____
School Address _____
City _____ State _____ Zip Code _____
School Phone _____ School Fax _____
School District Number (if a public school) _____

EXPERIENCE

Please feel free to attach a resume in addition to the information below.

Work Experience

Current Employer _____
Title/Job Description _____
Address _____ City/State/Zip _____
Direct Supervisor _____ E-mail _____
Phone Number _____ Fax Number _____
Duties _____

For NY Aquarium Office Use Only

Date Received _____ Rescheduled Date _____
Interview Date _____ VC _____
Date Confirmed _____ AVC _____

EXPERIENCE *(continued)*

Volunteer Experience

Organization _____ Dates _____

Title _____

Address _____ City/State/Zip _____

Direct Supervisor _____ E-mail _____

Phone Number _____ Fax Number _____

Duties _____

Have you ever worked/volunteered for the Wildlife Conservation Society? Yes ___ No ___

If yes: which facility? _____ Dates _____

Title/Job _____

Direct Supervisor _____ E-mail _____

Duties _____

Other Experience

Do you have any public speaking experience? Please specify.

Do you have experience working with children? Please specify.

REFERENCES

Please list the names and contact information of two people ***not related to you*** who know you well and can attest to your character, skill and dependability. **High school students must also submit a separate teacher recommendation form.**

Name _____ Phone _____

Address _____ Apt. # _____

City _____ State _____ Zip _____

Email _____ Relationship to you _____

Name _____ Phone _____

Address _____ Apt. # _____

City _____ State _____ Zip _____

Email _____ Relationship to you _____

INTEREST SURVEY

Please give complete answers. Attach an extra sheet of paper if you feel you need more space.

How/Where did you hear about our volunteer programs?

In your opinion, what is the purpose of a zoo or aquarium?

How do you feel about animals being kept in an aquarium?

Please tell us why you are interested in volunteering at the New York Aquarium, what you hope to gain from the experience and what you feel you can contribute to our organization. Limit your response to 200 words. If you need additional space, please add your comments to a separate sheet of paper.

VOLUNTEER PROGRAM SELECTION

ALL APPLICANTS:

Please indicate which volunteer program you are most interested in. You may select up to 2 options by marking "1" and "2" next to your choices to indicate first and second choices.

On-Call Events Support _____ **Play Partner** _____ **Education Assistant** _____
WCS Now Interpreter, Level 1 _____ **WCS Now Interpreter, Level 2** _____

Please refer to the aquarium's website at www.nyaquarium.com/volunteering for volunteer role descriptions and requirements, applications deadlines and training dates.

Please indicate which training sessions you prefer.

Applicants for Education Assistant and Play Partners must have a session 1 and session 2 date listed. Interpreter applicants must attend all seven days of their training session-please indicate the session number (found on the aquarium website) you wish to attend. On-Call Event Volunteers will participate in an online training course.

	Session 1	Session 2	Session 3 (if available)
WCS Interpreter, Level 1 & 2 <i>(Please indicate preferred 7-day training session)</i>			
Play Partner & Education Assistant Applicants <i>(Please indicate preferred Session 1 & 2 dates)</i>			

SCHEDULING PREFERENCES

All Applicants:

The Wildlife Conservation Society's zoos and aquarium are open every day of the year, including all holidays. Are you available to volunteer during some holidays? (Please do not indicate the need for absence for religious reasons.) Yes ___ No ___

ALL of the Education Volunteer Programs offer flexible scheduling offering both fixed and flexible scheduling. Some volunteer program roles use an "on-call" schedule. Please tell us what shifts you prefer or are most likely to be available.

Volunteer shifts available are:

- Full day Shifts (from 9:30am to 5pm)
- Morning Half-Day Shifts (from 9:30am to 1:30pm) and
- Afternoon Half-Day Shifts (from 1pm to 5pm)
- *All shifts have the potential to change based on events or program needs. In such cases, volunteers will be notified ahead of time.*

Please note your availability by marking "1", "2", or "3" to indicate your first, second and third choice in the table below.

Shift Time & Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Full Day							

**Please note that during the months of September – June, weekday afternoon shifts be limited and availability is based on attendance, program and event needs.*

Please indicate the times of year you plan to volunteer (check all that apply):

Season	All Year	Fall	Winter	Spring	Summer
I am applying for Special Event Volunteers					
All Other Volunteer Applicants <i>(Play Partner, Education Assist., Interpreters)</i>					

Teen Applicants (ages 15 to 17 yrs.):

Are you available to volunteer during Spring Break? Yes ___ No ___

Are you available to volunteer during Winter Breaks? Yes ___ No ___

Do you have any requirements to fulfill for your school (such as minimum number of community service hours)? If so, please list your requirements here:

ACKNOWLEDGMENT OF UNDERSTANDING

There are a few things that you need to know before deciding to take the next steps in joining our volunteer program. Our mission is to educate the guests visiting the New York Aquarium about wildlife in the park and the need for wildlife conservation. We do not handle any of the aquarium animals other than those in the touch tanks, nor do we help care for them. This is an unpaid volunteer position. The Human Resources Department of the Wildlife Conservation Society is the department charged with processing applications for paid employment. For information regarding other positions, please visit: <http://www.wcs.org/about-us/careers>

SIGNATURES

Adult Applicants:

If accepted as a New York Aquarium Education Volunteer, I agree to meet the minimum expectations associated with my chosen volunteer role. I agree to attend all days of training for my chosen volunteer role. I understand that I will have *NO* direct animal contact other than those animals at the New York Aquarium's touch tanks. I have read the acknowledgment of understanding, I have considered the requirements and essential functions, and I would like to submit my application for the New York Aquarium Education Volunteer Program.

I certify that I am at least 18 years of age.

Applicant's Printed Name _____

Applicant's Signature _____ Date _____

Teen Applicants and Parents/ Guardians:

If accepted as a New York Aquarium Education Volunteer, I agree to meet the minimum expectations associated with my chosen volunteer role. I agree to attend all days of training for my chosen volunteer role. I understand that I will have *NO* direct animal contact other than those animals at the New York Aquarium's touch tanks. I understand that I am the potential education volunteer, *not* my parent/guardian. I understand that I must follow through with the application process, *not* my parent/guardian. I have read the acknowledgment of understanding, I have considered all of the requirements and essential functions, and I would like to submit my application for the New York Aquarium Education Volunteer Program. ***I certify that I am at least fifteen (15) years of age.***

Applicant's Printed Name _____

Applicant's Signature _____ Date _____

If under 18 years of age, please also have parent/guardian sign:

Parent/Guardian Name (print) _____

Signature _____ Date _____

Send your completed application to:

Coordinator of Volunteers
WCS/ New York Aquarium
Education Department
Surf Avenue at West 8th Street
Brooklyn, NY 11224

To send your application by E-mail:

nyadocent@wcs.org