

**Job Title: Special Event Volunteer**

**Job Summary:** SE volunteers will assist the public during special events during the spring, early summer and fall.

**Essential Job Functions:** Assist with set-up, clean up, assemble craft projects with the zoo guests, read stories, talk with the public, greet visitors and answer questions.

**Typical Physical Demands:** Sitting or standing for long periods of time (3 to 4 hours); walking on zoo grounds (up and down hill); lifting supplies and carrying them (10-20 lbs.); breaking down, setting up and carrying tables (10-20 lbs.). Able to tolerate heat and cold.

**Needed Characteristics, Skills and Experience:** Punctual, energetic, public speaking, comfortable with a mixed age audience.

**Benefits Provided:** Free zoo admission after the event, refreshments while working, discount at gift shop and food stands the day of the event.

**Length of Commitment:** Volunteers are required to stay for the entire event that they signed up, including set-up and clean-up.

**Evaluation:** As needed.

**Schedule of Shifts/Hours Needed:**

Events will take place during normal Zoo hours with the exception of Haunt the Zoo.

Daytime Placements:

Monday through Thursday: Not available during the day

Friday: occasional prep work

Saturday: Spring, early summer (9:30 AM -3:30 PM)

Sunday: Easter (Noon-4 PM)

**Evening Placements:**

Haunt the Zoo – Oct. 26<sup>th</sup> through 31<sup>st</sup> (5:30 PM – 9:00 PM)

**Training/Continuing Education:** Orientation provided the day of the event or prior to the event by Zoo Public Relations or Education Staff.

**Comments:** \* Must be 18 years of age. No shows and those that fail to complete a shift will not be allowed to participate in future events.