



Internships

Internships at the Peoria Zoo are available in five areas:

- Education
- Animal Care
- Collections Management
- Development
- Technology

All internships last for a minimum of 12 weeks and a minimum of 16 hours per week

- A work day is eight hours (8:30am-5:00pm), half days are not permitted

Animal Care internships run on two tracks: Monday/Wednesday/Friday or Tuesday/Thursday/Saturday

- Interns can choose to work two or three days in one of the two tracks
- Interns can work a fourth day by adding Sunday to their track.

All intern program applicants must meet the following minimum requirements:

- Completed at least two years of college at an accredited institution majoring in the area in which they would like to be considered. Interns may also have equivalent or relevant life experience that can also be considered.
- Overall grade point average of C+ (2.5 on a 4.0 scale) or better.
- Submit a properly completed intern application packet.
- Have proof of a negative TB test within the last 6 months (for education and animal care internships)
- Tetanus vaccine within the last 5 years is recommended

The application package must include all of the following materials:

- A completed Peoria Zoo intern program application form.
- A completed Peoria Park District volunteer form.
- Two letters of recommendation
- An official copy of the applicant's most recent transcripts for all colleges or universities attended.
- A current resume detailing education and other qualifications
- A cover letter answering essay questions (see application package for details).

Internships are available on a year-round basis. Most internships are unpaid. Housing arrangements are the responsibility of the successful intern.

Application deadlines for internships are as follows:

- Summer Term (May thru August) Deadline: April 1
- Fall Term (September thru December) Deadline: August 1
- Winter Term (January thru April) Deadline: December 1

Prospective applicants will be interviewed. Successful applicants will be notified prior to the start of the internship. A \$15 program fee is required upon placement into the internship program, which includes the cost of uniform shirts.

For further information on internships contact the Curator of Animals Melissa Moore at mmoore@peoriaparks.org



Internship Eligibility Requirements

Students interested in participating in the intern program must:

- Have completed at least two years of college at an accredited institution majoring in the area in which they would like to be considered. Interns may also have equivalent or relevant life experience that can also be considered.
- Have an overall grade point average of “C+” (2.5 GPA on a 4.0 scale) or better.
- Submit a properly completed intern application package.
- Have proof of a negative TB test within the last 6 months (for education and animal care internships)
- Tetanus vaccine within the last 5 years is recommended.

The application package must include all of the following materials:

- A completed Intern Program Application form.
- Two professional letters of recommendation that include a candid assessment of the candidate’s aptitude, qualifications, background, and suitability for the intern program.
- The most recent official (original) transcript(s) for all colleges or universities the applicant has attended.
- A current resume detailing education and other qualifications, including work history and any other relevant experience such as military or volunteer service.
- A Peoria Park District volunteer application or Peoria Zoo volunteer application (can be found at peoriaparks.org under volunteers).
- Provide for college guidelines in the internship if they will be applied for credit.
- A cover letter answering the essay questions below.

Internship Essay Questions

To be considered for an internship at the Peoria Zoo, the applicant must submit an essay (approximately 400 words) responding to the following questions.

- How does this internship relate to your career goals?
- How will the Peoria Zoo benefit from your participation in this program?



Internship Job Descriptions

Animal Care

Assisting the keeper with:

- daily animal husbandry
- servicing animal habitats and holding areas
- preparing diets and feeding the animal collection
- record keeping
- behavioral enrichment
- Other duties as assigned

Must be able lift a minimum of 50 pounds.

May be required to work outdoors in a variety of weather conditions.

May be asked to complete season long project as assigned.

Education

Assisting an educator with:

- Teaching interpretive programs for all ages, preschoolers-adults
- Complete animal handling training and present professional live animal demonstrations
- Help to organize and conduct special events
- Assist in daily animal shows
- Others duties as assigned

Must be able to lift a minimum of 40 pounds.

May be required to work outdoors in a variety of weather conditions.

May be asked to complete season long project as assigned.

Collection Management

Assist Collections with:

- Maintaining detailed records on animal training, behavior, reproduction, and genealogy
- the development of the annual Institutional Collection Plan
- Cataloging animal id photos and bio facts
- Other duties as assigned

Must be able to lift a minimum of 30 pounds.

May be required to work outdoors in a variety of weather conditions.

May be asked to complete season long project as assigned.

Development

Assist development with: Organizing special events
 Producing and distributing the newsletter
 Marketing programs (ex. adopt an animal/memberships)
 Other duties as assigned

Must be able to lift a minimum of 30 pounds.

May be required to work outdoors in a variety of weather conditions.

May be asked to complete season long project as assigned.

Technology

Assist Collections with: Developing creative media
 Producing and distributing media
 Other duties as assigned

Must be able to lift a minimum of 30 pounds.

May be required to work outdoors in a variety of weather conditions.

May be asked to complete season long project as assigned.



Internship Application

I am applying for an internship with (circle one):

Education **Animal Care** **Collection Management** **Technology** **Development**

I can commit to a minimum term of **12 weeks** and a minimum of two days per week (**16 hrs/wk**)

Name: _____

Home Address: _____

Number and Street

City

State

Zip Code

Home Phone: _____

Area Code/Number

Email: _____

Mailing/School Address and Phone Number (if different from home):

Street address

City

State

Zip Code

Phone Number

Academic institution (if currently enrolled): _____

Academic Status (circle one): **Sophomore** **Junior** **Senior** **Graduate**

Term Applied for (circle one): **Winter** (January-April) **Summer** (May-August) **Fall** (September-December)

I am available to start my internship on: ___/___/___ I need to conclude my internship on ___/___/___.

If you have any special restrictions during the time frame indicated please list those in the space provided

Restrictions: _____

How did you hear about the Peoria Zoo's intern program? _____

Have you been convicted of a crime (other than a minor traffic violation) in the past seven years?

(You should not disclose any conviction for which the record has been sealed or expunged) Yes No

If "Yes", please explain in detail: _____

(Conviction will not necessarily be a bar to an internship, each instance and explanation will be considered individually.)

I certify that the information provided herein is current and accurate. I understand that any falsification or misrepresentation of the information contained herein will disqualify me from consideration or participation in the Peoria Zoo's Intern Program.

Applicant Signature

Date

Please send internship packet to:

Peoria Zoo

2320 N Prospect Rd Peoria, IL 61603 Attention: Melissa Moore