



## Conservation Education Intern

### Job Description

University students in this position assist the Conservation Education Director and staff with various tasks related to conservation Education. The student is expected to attend programs, classes, special events and encouraged to attend a Friends of the Zoo board meeting, docent meetings and other zoo-related and professional meetings as appropriate. Typical internships are 6-12 hours per week with occasional evening and weekend activities.

### Responsibilities

Assist Conservation Education Director as needed with these activities:

- assist staff with Z.E.B.R.A. Classes and outreach programs;
- assist education keeper with animal care and diets;
- create and maintain educational materials for the zoo's website, blog and social media profiles;
- write and/or produce monthly volunteer newsletter;
- write articles for *Wild Times* magazine;
- complete other projects and duties as assigned; and

Additionally, there may be opportunities to work with the zoo's event coordinator to assist in implementing special events.

### Skills and Qualifications

- Junior or senior pursuing a degree in education, wildlife biology, recreation, biology, zoology or related field
- Minimum 3.0 GPA
- Strong written and oral communication skills, good interpersonal skills (two samples writing/presentations required)
- Strong organizational, creative-thinking and problem-solving skills
- Able to understand and follow written and oral instructions
- Desire to work in public and professional settings
- Ability to complete physical work outdoors in a variety of weather conditions
- Working knowledge of Microsoft Office software (Word, Excel, Publisher) and Internet software (Internet Explorer, Outlook)

### Application

Submit the zoo's internship application, resume, and two letters of recommendation from university faculty to agency supervisor. Qualified applicants will be contacted for an interview. Interns selected for the position must complete a background check prior to beginning work. This is a non-paying position, but applicant can expect to acquire useful experience in the daily operations of the conservation education department, as well as business operations and procedures.

### Agency Information

Friends of the Zoo / Dickerson Park Zoo  
Pamela M. Price, Conservation Education Director  
3043 North Fort, Springfield, MO 65803  
phone: 417-833-1570  
email: pprice@dickersonparkzoo.org