

Volunteer Program Outline

What will you do?

Each volunteer shift you will be assigned to a zookeeper for the day and will complete their daily tasks with them, whatever that may be. This will definitely involve hard physical work including bending and lifting. Cleaning up waste from animal enclosures. Maintaining gardens, pathways, exhibits through landscaping. Pushing and pulling heavy loads. Washing dishes and preparing animal feeds. Helping out with animal shows and assisting with zoo guests when needed. Sweeping, mopping, cleaning pet packs are also a large part of the day. For those over the age of 18yrs there also may be opportunities to go off site to collect animal food or assist with animal presentations at different locations.

Each shift is varied and cannot be determined beforehand with the unpredictable nature of animals and the workplace. Volunteer shifts are rotated across all divisions of the zoo including Amazement, Central Coast Zoo and Kindifarm. Volunteer shifts start at 7:30am and finish at 4pm.

Due to safety regulations there may be certain species, or areas of the zoo where you will not be allowed access. Other areas or species will require training until you will be allowed to work with them.

Any safety training required will be provided to you.

Things to consider:

Volunteering is a commitment. We ask volunteers to decide their own level of commitment but once that decision is made we ask that volunteers stick to it. With a popular program it is unfair to take one of the limited places if you are unwilling or unable to finish your commitment. Due to safety volunteers must attend at least one shift weekly to keep up to date with changing policies as well as staying with their assigned zoo keeper and working the same hours that they do.

Age Requirement:

Volunteers aged 16-18yrs must be enrolled in current animal related studies. Participants under 18yrs of age also need their parent or guardians approval to join the program. If you are under 16 you may be able to be involved by completing a week of work experience through your high school, see our website for more detail.

All other volunteers must be over 18yrs of age for insurance purposes.

Only volunteers over 18yrs will be able to be involved in projects that occur off site.

It's dirty and smelly with some unpleasant tasks:

Often the duties involved for a volunteer will include tasks that are dirty and smelly and won't be tasks that you ever thought that you would or could do. Our zoo keepers perform these on a daily basis and our volunteers are also expected to.

We also have a number of carnivores here at the zoo which means that we need to prep meat for them to eat. Volunteers must be prepared to see and handle dead animals. The euthanasia of feed animals is also something that volunteers may be exposed to as it's undertaken by keepers.

If you cannot handle these sights, sounds and smells then volunteering is not for you.

Volunteering for Studies:

Volunteers often undertake part in the program to gain working hours towards a qualification of some sort. We are happy to assist with our volunteers learning commitments and help out within reason where we can with assignments and assessments., as well as signing off proof of attendance. If a volunteer requires a letter from us stating their current commitment we will not provide that letter until their trial period has passed and they have shown themselves to be able to carry out their own commitment to their volunteering.

Physical requirements:

Due to safety reasons volunteers must be physically capable to undertake tasks unaided without compromising their own physical safety. This includes bending, lifting weights up to 20kg, being able to stand for long periods and able to work outdoors.

This also means ensuring that your vaccinations are up to date. For your, the public and our animal safety we strongly recommend that our volunteers have a current

- COVID 19 vaccination
- Flu shot
- Tetanus
- Hepatitis A & B
- Q Fever

The lack of a vaccination may exclude you from certain duties or sections within the zoo or potentially the program depending.

Other requirements:

Volunteers are required to have a current Working With Children Check this can be obtained from Service NSW website for free for volunteers. Upon application you are required to provide your WWC number.

Costs of the program:

Participating in the program requires a \$100 cost which goes towards equipment, uniform and associated costs of the program. This is non refundable and is paid on the first day.

What do I wear and need to bring:

Volunteers work out doors with our zoo keepers in rain, hail or shine. So weather protection including a hat is required. A closed pair of work boots will help you walk around the zoo comfortably– keep in mind you may walk in puddles or in the wet. Clothing must be of neutral colours with knees and shoulders covered with no exposed cleavage and no offensive logos or slogans. Due to safety excessive jewellery is not allowed and you may be asked to remove certain items if they pose a risk. Volunteers are in the publics eye and are expected to be presentable at all times.

Trial Period:

Volunteers undertake a 2month trail period in which they may be asked to leave the program at any time if they are deemed unsuitable for any reason in the zoo environment by their supervisors.

Can You Volunteer:

- Are you over 16yrs?
 - Do you have you parent or guardian approval if your under 18 and meet the educational requirements?

Do you have a Working With Children's Check?

- Are you physically able to complete duties that involve bending, lifting and reaching unassisted and participate in a full 8hr day?
- Able to commit to a minimum one day a week?

The next Step:

- Fill out the form below
- Email the completed form to volunteers@centralcoastzoo.com.au

And after that:

- Our volunteer Co-ordinator will get back to you via email and will ask you to come in for a quick 5minute chat on an up coming Saturday.
- When you arrive for your 5minute chat please don't forget to bring your proof of vaccinations, WWC number and your printed complete volunteer form.

Volunteer Program Application Form

Please note incomplete or invalid applications will not be processed

Contact Information:

Name: _____ Date of Birth: _____

Address: _____

Phone: _____ Email: _____

Emergency Contact :

Name: _____ Relationship: _____ Number: _____

Ability to meet program requirement:

Working With Children Check Number: _____

Do you have proof of current vaccinations: (Please circle)

- * COVID-19 Y / N
- * Tetanus Y / N
- * Hepatitis A & B Y / N
- * Flu Y / N
- * Q Fever Y / N

Are you physically able to complete duties that involve bending, lifting and reaching unassisted and participate in a full 8hr day (Please circle) Y / N

Do you suffer from any medical conditions or take any medication that may affect your ability to perform your volunteer duties which can often be labour intensive?

Are you currently undertaking or planning to undertake animal related studies? If yes please provide detail

Are you available to commit to one day a week volunteering? (please circle) Y / N

Which day: _____

Other Important details:

Do you have any phobias (eg fear of snakes, heights etc) which may affect your ability to perform your duties?

Have you ever been convicted of a criminal offense? What was the nature of the offence?

Why do you want to volunteer? _____

Is there anything else you would like to add? _____

Signature: _____

Date: _____