

Internships

Internships at Alligator Attraction are designed to provide training and professional work experience that will help you achieve your academic and professional goals. Intern positions are unpaid and open to applicants enrolled in a degree-seeking program or who have recently graduated within two years from a college program in a field relevant to the position being applied for.

Due to the volume of applications received, we are unable to contact all applicants. Please note that determinations are based on qualifications and aligned with departmental needs. Thank you for your interest.

2020 Intern Term Schedule

- **Spring Term:**
 - Applications due Friday, November 1
 - Determination letters sent by Friday, November 30
 - Term:
 - January 13 – April 30
- **Summer Term:**
 - Applications due Friday, February 21
 - Determination letters sent by Friday, March 20
 - Term: May 11 – August 2 OR
 - June 8 – August 31
- **Fall Term:**
 - Applications due Friday, June 19
 - Determination letters sent by Friday, July 17
 - Term: August 31 – December 20

Mandatory Intern Orientation will take place on the first day of the term from 10 a.m. to Noon. Interns must pass a background check.

WHAT YOU NEED TO KNOW:

Once you have applied for the position you are interested in, including submission of the requested materials, you will be contacted to set up an individual interview if you meet the qualifications and there is intern placement availability.

- Complete online application and submit résumé, cover letter and two (2) letters of reference
- Must be 18 years old and no longer in high school
- Must be able to commit to full semester
 - Hours for each opportunity vary and will not exceed 40 hours a week.
- Pay a \$10 orientation fee which will cover one (1) Intern T-shirt
- Must pass a background check and present a negative TB test.
- Alligator Attraction interns agree to abide by the rules and regulations of Alligator Attraction,
- Attend designated training and continuing education classes for your service area.
- Report on time for scheduled events/service areas.
- Notify the Manager of Volunteer Programs, in writing, of any change in internship status.

Internship Area of Interest

Below, you may select up to two internships for which you are interested in applying for. In the box below, rank your internship options. For example: 1. Education: Public Programs 2. Animal Ambassadors. You should only submit (1) resume, (1) cover letter etc. for your top choice. If not chosen for your top choice, we will pass your application onto your second choice and so on.

Internship Department:

Ambassadors Animals

Education: Public Programs

Guest Experience

Notification and Agreement

I certify that all answers given by me are true, accurate and complete. I understand falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial or immediate termination regardless of when or how discovered. I also agree to immediately notify Alligator Attraction if I should be convicted of a crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse or violence while my application is pending or during my period of volunteer service.

ACCEPTANCE OF Alligator Attraction POLICY:

I understand that this application does not create a contract for my volunteer service. I understand that if accepted, I am obliged to comply with any and all current and subsequently adopted policies. I understand that if accepted, my volunteer service may be dismissed at any time for any reason, with or without notice. I understand that no person is authorized to change any of the terms mentioned in this application.

RELEASE OF INFORMATION:

I authorize any person, school, current employer, past employer(s), and organizations named in this application to provide Alligator Attraction with any information and opinion request in connection with my application, and I release such persons and organizations from any legal liability in making such statements.

NO EMPLOYEE BENEFITS:

I understand I shall not be considered an employee for any purpose, and no health, accident or workmen's compensation insurance, nor any type of employee benefits, shall be provided for me by Alligator Attraction.

CONFIDENTIALITY AND NON-DISCLOSURE ACKNOWLEDGEMENT:

I understand the trade secrets, proprietary information and other internal information, data and materials of Alligator Attraction are valuable assets. I agree not to disclose to any other person, other than Alligator Attraction's employees, board of directors, interns, and volunteers, any information whether such material is developed before or after this date. I also agree not to remove any confidential information off Alligator Attraction's premises while on duty. Confidential information includes, but is not limited to: email communications, patent, patent application,

logo, copyright, trademark, trade name, service mark, know how, trade secrets, customer list and their information, supplier list and all inclusive information, zoo records, operational methods, Zoo policies/practices, personal information of employees/volunteers/interns, marketing data/plans/strategies, financial information, and information/data/materials developed by employee/volunteer/intern including all media (film/photographs).

STANDARDS OF CONDUCT ACKNOWLEDGEMENT:

Alligator Attraction is responsible for setting forth in clear terms the standards of conduct and ethical behavior required by its employees/volunteers/interns. Certain actions are completely inappropriate and unacceptable for the work environment. Violation of the rules of conduct will result in disciplinary action up to and including dismissal from the volunteer program. I agree not to violate the following list; however a violation not listed is also grounds for disciplinary action and termination. As an employee/volunteer/intern, I agree not partake in any dishonest, criminal, violent, and offensive actions as well as unauthorized possession (theft), illegal use of substances (drugs, alcohol, and other intoxicants), making false or malicious claims toward others (employee, intern, volunteer, Alligator Attraction), and accepting/giving food or merchandise at a reduced rate or free of charge. I agree to abide by all animal related as well as safety related policies set by Alligator Attraction.

RELEASE FROM LIABILITY:

I hereby release Alligator Attraction and their respective agents, representatives, trustees, officers, employees and volunteers (the "Released Parties") from any and all liability whatsoever arising out of any damage, loss or injury to me or my property incurred as a result of my volunteer activities for Alligator Attraction. I further agree to indemnify, save and hold harmless the Released Parties from any and all losses, damages and liabilities for indemnity, contribution or otherwise with respect to any and all property damage, personal injury and/or death incurred in connection with my volunteer activities, as might be asserted by a third party (defined as any party other than the Released Parties or me). My estate shall hold harmless Alligator Attraction and their respective agents, representatives, trustees, officers, employees and volunteers from any claims or actions by my relatives or legal representatives based on my death or injury as a result of my volunteer activities.

VIOLENCE FREE AND WEAPON FREE POLICY:

Alligator Attraction is a violence free and weapon free environment. However, if you do own a concealed weapon, we ask that you provide a copy of your license to carry a weapon to Human Resources. As a volunteer, I agree not to carry my weapon onto Alligator Attraction premises. All Alligator Attraction employees/volunteers/interns are expected to comply with our Violence in

the Workplace policy. Failure to provide a copy of your license to carry a weapon to Human Resources is grounds for immediate dismissal.

EQUAL OPPORTUNITY:

It is the policy of the Alligator Attraction to afford equal opportunity to all volunteer applicants without regard to age, race, religion, color, sex, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunity to disabled veterans, veterans of the Vietnam era, and individuals with a disability and any other characteristics protected by Federal, State, or Local Law. Alligator Attraction is committed to a drug/alcohol free workplace and prohibits any form of harassment.

TRAINING:

I understand that certain volunteer activities require special training. I shall not undertake such activities without the required training. I also understand that my volunteer activities will not qualify me as an animal keeper and will not lead to a paid position.

QUESTIONS:

Questions regarding this application should be directed to internship@zooatlanta.org. This application will be given every consideration, but its receipt does not imply that the applicant will be accepted.

I Agree: Printed Name _____ Signature _____