

## **Zoo Atlanta Volunteer Program Application Instructions**

**Due Date:** Wednesday January 31, 2024 by 5:00 p.m.

### **1) Application – online form & essay**

The first step is to complete the online application form and essay. This should be completed by the Volunteer candidate with no assistance from others. The application will ask for basic information and emergency contacts.

There will be a section to upload a short essay as part of the application. The essay should answer the following questions:

1. Why do you want to be in the Volunteer Program?
2. What are your career/college goals and how would this program support those goals?
3. Why is conservation important to you?

The length of the essay is up to you; however, please do not exceed two pages. Tell us what you think we need to know about you and why you would make a good candidate for our Volunteer Program.

[\*\*VOLUNTEEN APPLICATION\*\*](#) *(Please note this link will not be live until Jan. 1, 2024 at 9:00 a.m.)*

### **2) Recommendation Form**

This can be written by anyone except a family member. Coaches, youth group leaders, and employers are all good examples of people to ask. The form should clearly state why the applicant is a good fit for the program. The recommendation will be submitted via an online form and will not be visible to the applicant.

Applicants can copy the link below and send it to the person you would like to complete your recommendation for you. We recommend you ask someone several weeks before the deadline to allow them time to complete this for you on time.

**Recommendation Form Link:**

[https://docs.google.com/forms/d/e/1FAIpQLSeYJB69hoxRYpy1tCYdXoHrluvulBt9ragFkpBgU6RZVbjMdA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeYJB69hoxRYpy1tCYdXoHrluvulBt9ragFkpBgU6RZVbjMdA/viewform?usp=sf_link)

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**Timeline:**

**Applications Open** January 1, 2024

**Applications Close** January 31, 2024

**Applications are reviewed by Zoo Atlanta staff:** February 1 – February 28; Applicants will be notified of next steps in the process by March 1, 2024. If selected for an interview, interview dates will be shared after March 1. Interviews will be in person and held in March.

**If selected** to join the Volunteer Program, applicants will need to attend orientation with a parent. Orientation dates will be held in April.

**Orientation** will cover the required paperwork to be completed prior to the start of the program. Paperwork will be due by June 1.

**The program year starts June 1, 2024.** Required Volunteer training will be held the week of June 2 – 6, 2024.