



Docent Program

To The Applicant:

Becoming a New York Aquarium Docent can be an exciting and rewarding experience. As a docent, you will serve an important role in the education of guests visiting the aquarium. Being a docent at the New York Aquarium requires that you are able to perform several job functions:

- **All applicants must be at least fifteen (15) years of age at time of submitting application.**
- All applicants must successfully complete a 7-day training course, including written assignments and exams. Each day of the course runs from 10:30am to 4pm. Each session covers marine science, public speaking skills and activities designed to foster good relations among docents.
- All applicants agree to purchase a docent uniform and materials related to the training course (\$40.00).
- All applicants must be willing and able to volunteer at the touch tank. This involves handling live invertebrates (including, but not limited to, sea stars and horseshoe crabs), assisting the public in touching these animals, and giving educational talks about them.
- All applicants must be willing and able to speak to aquarium visitors and lead educational talks at a chosen exhibit (volunteer may choose exhibit).
- All applicants must be willing and able to volunteer both indoors and outdoors, regardless of weather.
- All applicants must be willing and able to work with children of varying ages, as well as adults.
- In addition to completing the required service hours, all applicants must be willing and able to participate in a total of five (5) hours of special lectures or workshops after completing the training course.
- Upon successful completion of the training course, a minimum time commitment of the following is expected (exceptions would be for vacations, illness or emergencies):

<u>High School Students:</u> 15 to 18 years old	120 service hours(Summer Season, July-Labor Day) minimum, volunteer 1 holiday or special event, plus 5 continuing education hours	Two full days per week during the summer (July through September)
	150 service hours (Sept.- June) minimum, volunteer 2 holidays or special events, plus 5 continuing education hours	One full day or one half day every other weekend during the school year (September through June)
<u>Adults:</u> 18 years old and up	1 year of service minimum, volunteer 2 holidays or special events, plus 5 continuing education hours	One full day every other week <i>OR</i> One half- day once every week

**Please consider all the information above before submitting your application.
Applications must be received by 4pm (EST) on May 1, 2015.**



Docent Program

Please Print or Type

Date: _____

PERSONAL INFORMATION

Name _____
Address _____ Apt. # _____
City _____ State _____ Zip _____
Home phone _____ Cell/Pager _____
E-mail _____ Shirt size _____

EDUCATION

What is your level of education?

some high school high school graduate some college
 associate's degree bachelor's degree master's degree
 doctorate other (explain) _____

If you are currently enrolled in school, please provide your school's information.

School Name _____
School Address _____
City _____ State _____ Zip Code _____
School Phone _____ School Fax _____
School District Number (if a public school) _____

EXPERIENCE

Please feel free to attach a resume in addition to the information below.

Work Experience

Current Employer _____
Title/Job Description _____
Address _____ City/State/Zip _____
Direct Supervisor _____ E-mail _____
Phone Number _____ Fax Number _____
Duties _____

For NY Aquarium Office Use Only

Date Received _____ Rescheduled Date _____
Interview Date _____ VC _____
Date Confirmed _____ AVC _____

EXPERIENCE *(continued)*

Volunteer Experience

Organization _____ Dates _____

Title _____

Address _____ City/State/Zip _____

Direct Supervisor _____ E-mail _____

Phone Number _____ Fax Number _____

Duties _____

Have you ever worked/volunteered for the Wildlife Conservation Society? Yes ___ No ___

If yes: which facility? _____ Dates _____

Title/Job _____

Direct Supervisor _____ E-mail _____

Duties _____

Other Experience

Do you have any public speaking experience? Please specify.

Do you have experience working with children? Please specify.

REFERENCES

Please list the names and contact information of two people ***not related to you*** who know you well and can attest to your character, skill and dependability. **High school students must also submit a separate teacher recommendation form.**

Name _____ Phone _____

Address _____ Apt. # _____

City _____ State _____ Zip _____

Email _____ Relationship to you _____

Name _____ Phone _____

Address _____ Apt. # _____

City _____ State _____ Zip _____

Email _____ Relationship to you _____

INTEREST SURVEY

Please give complete answers. Attach an extra sheet of paper if you feel you need more space.

How/Where did you hear about our volunteer program?

In your opinion, what is the purpose of a zoo or aquarium?

How do you feel about animals being kept in an aquarium?

Please tell us why you are interested in volunteering at the New York Aquarium, what you hope to gain from the experience and what you feel you can contribute to our organization. Limit your response to 200 words. If you need additional space, please add your comments to a separate sheet of paper.

SCHEDULING PREFERENCES

Teen Applicants:

Please indicate the time of year you plan on conducting your service hours:

Summer Season _____ Academic Year _____

Summer Season (120 hours of service, plus 5 Continuing Education Hours)

Summer docent shifts (July 1st to Labor Day, September) requires a minimum commitment of 2 days per week (including weekends) from 9:30am – 5:00pm.

Are you able to commit to a 2-day per week schedule in the summer? Yes ___ No ___

Are you available to volunteer weekdays during the summer (July – September)? Yes ___ No ___

Are you available to volunteer weekends during the summer (July – September)? Yes ___ No ___

Academic Year Season (150 hours of service, plus 5 Continuing Education Hours)

During the academic year (Labor Day, September to June 30th, 2013), volunteer shifts are mornings, afternoons*, or full days once every other week:

Morning shifts are from 9:30am – 1:30pm.

*Afternoon shifts are from 1:00pm – 5:00pm (*afternoons are available weekend days only).*

Full day shifts are from 9:30am – 5:00pm.

Identify your preferences by marking “1”, “2”, or “3” to indicate your first, second and third choice in this table for academic year shifts only:

Shift Time & Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Full Day							

Are you available to volunteer during Spring Break? Yes ___ No ___

Are you available to volunteer during Winter Breaks? Yes ___ No ___

Do you have any requirements to fulfill for your school (such as minimum number of community service hours)? If so, please list your requirements here:

Adult Applicants:

Please indicate the training session you would like to attend:

June- July Training ___ August-September Training ___

Volunteer shifts are either **one (1)** full day shift (9:30am to 5pm) once every *other* week **OR one (1)** half-day shift once every week. Half-day shifts are morning sessions from 9:30am to 1:30pm or afternoon sessions* from 1pm to 5pm. Adult volunteers must be able to commit to one (1) year of service, plus 5 continuing education hours.

Please note your availability by marking “1”, “2”, or “3” to indicate your first, second and third choice in the table below.

Shift Time & Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Full Day							

**Please note that during the months of September – June, afternoon shifts are only available on weekends.*

I am a college student and wish to follow a high school doцент schedule to accommodate my classes. (Please answer all applicable questions in the teen applicant section).

All Applicants:

The Wildlife Conservation Society’s zoos and aquarium are open every day of the year, including all holidays. Are you available to volunteer during some holidays? (Please do not indicate the need for absence for religious reasons.) Yes ___ No ___

ACKNOWLEDGMENT OF UNDERSTANDING

There are a few things that you need to know before deciding to take the next steps in joining our volunteer program. Our mission is to educate the guests visiting the New York Aquarium about wildlife in the park and the need for wildlife conservation. We do not handle any of the aquarium animals other than those in the touch tanks, nor do we help care for them. This is an unpaid volunteer position. The Human Resources Department of the Wildlife Conservation Society is the department charged with processing applications for paid employment. For information regarding other positions, please visit: <http://www.wcs.org/about-us/careers.aspx>

SIGNATURES

Adults Applicants:

If accepted as a New York Aquarium Docent, I agree to be available to volunteer two (2) to four (4) days per month and commit to at least one year of service at the New York Aquarium. I understand that I will have *NO* direct animal contact other than those animals at the New York Aquarium's touch tanks. I have read the acknowledgment of understanding, I have considered the requirements and essential functions, and I would like to submit my application for the New York Aquarium Docent Program.

I certify that I am at least 18 years of age.

Applicant's Printed Name _____

Applicant's Signature _____ Date _____

Teen Applicants and Parents/ Guardians:

If accepted as a New York Aquarium Docent, I agree to be available to volunteer 2 days per week (July through September) and commit to at least 120 hours of service (Summer Season) *or* 2-3 days per month (September through June) and commit to at least 150 hours of service at the New York Aquarium (Academic Year Season). I understand that I will have *NO* direct animal contact other than those animals at the New York Aquarium's touch tanks. I understand that I am the potential docent, *not* my parent/guardian. I understand that I must follow through with the application process, *not* my parent/guardian. I have read the acknowledgment of understanding, I have considered the requirements and essential functions, and I would like to submit my application for the New York Aquarium Docent Program. ***I certify that I am at least fifteen (15) years of age.***

Applicant's Printed Name _____

Applicant's Signature _____ Date _____

If under 18 years of age, please have parent/guardian sign:

Parent/Guardian Name (print) _____

Signature _____ Date _____

Send your completed application to:

Coordinator of Volunteers
New York Aquarium- WCS
Education Department
Surf Avenue at West 8th Street
Brooklyn, NY 11224

To send your application by E-mail:

nyadocent@wcs.org