

# Docent Application



Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell/Work Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

I certify that I am age 18 or older: \_\_\_\_\_ (initial)

Are you a member of The Oakland Zoo? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If you are currently employed:**

Employer \_\_\_\_\_ Position \_\_\_\_\_

Full Time

Part Time (please indicate days and times) \_\_\_\_\_

Education: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*If yes, please explain: \_\_\_\_\_

**Please provide the names and contact information of two references (at least one professional, non-family, who has known you for at least two years):**

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

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\*\*If you have previous volunteer experience, please include a volunteer reference.

3. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

## In case of emergency please notify:

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

## I am interested in the following areas:

- Walking Tours
- Cart Tours
- Community Outreach
- Stations
- Gardening
- Special Events
- Other: \_\_\_\_\_

## I have experience in the following areas:

- Clerical/Office Work
- Computers/databases
- CPR/First Aid
- Foreign Language \_\_\_\_\_
- Grant Writing
- Teaching (grade level & subject) \_\_\_\_\_
- Public Speaking
- Other \_\_\_\_\_

**Do you understand that in order to become an active volunteer, you must provide the Oakland Zoo with evidence of a current negative TB test (or chest x-ray) and/or tetanus shot? This must be provided prior to beginning your volunteer service. TB test must be done within the last 12 months and tetanus must have been done within the last 7-10 years.**

\_\_\_\_\_ Yes    \_\_\_\_\_ No

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*The Oakland Zoo's Docent Training Program is a major time commitment for training and participation. It also requires that you be willing to support the educational goals of the Zoo. Please provide complete answers to the following questions.*

- 1. How did you learn about our Docent Program? Why did you choose the Oakland Zoo for your volunteer service?**
- 2. What is your training/background? Please include specific education and work experience.**
- 3. Have you volunteered at the Oakland Zoo before?     Yes     No**  
If yes, in what capacity and when?
- 4. Do you have previous Docent or volunteer experience?     Yes     No**  
If yes, please tell us where, for how long, and describe your responsibilities.
- 5. Is obtaining full-time employment at the Oakland Zoo your goal?     Yes     No**

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*The mission of the Oakland Zoo is to inspire respect for and stewardship of the natural world while providing a quality visitor experience.*

*The Education Department is a diverse team of professionals who inspire compassion for and conservation of all living things. We raise people's awareness of and respect for the natural world and their effect on it. We impart knowledge, serve as mentors, and create opportunities for people to be active learners.*

Docents at the Oakland Zoo are interpreters, responsible for representing the Zoo both on- and off-site. An Oakland Docent is the person, more than all others, who present the philosophy and purpose of the Zoo to the public. Therefore, it is important that the Docent understand this mission and, even more importantly, believe in it. Docents must acquire a confident understanding of the Zoo and the ability to communicate their knowledge creatively. The primary duty of a Docent is to conduct interpretive tours and stations for all ages.

If you choose to complete the Docent Training Program and pass a cumulative exam, you will become a member of the Docent Council. There are many other programs for Docents to participate in that may require extra training (i.e. animal handling, behavior observations, theater, etc.).

Active Oakland Zoo Docents shall:

- Successfully complete the Docent training course (fee)
- Serve a minimum of 70 hours each academic year.
- One-year minimum commitment is required.
- Maintain current membership in the East Bay Zoological Society
- Pay all required dues to the Docent Council
- Upon completion of training, Docents will commit to a specific day of service
- Complete at least 4 credits of approved continuing education each academic year
- Provide visitors accurate information, and treat them with courtesy and respect
- Be dependable and meet scheduled commitments
- Comply with all of the Docent Council by-laws, policies, and procedures.

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The Oakland Zoo is committed to Equal Employment Opportunity and to providing a work environment free of unlawful discrimination and harassment. The Zoo complies with all applicable laws prohibiting discrimination and harassment; the Zoo specifically prohibits harassment or discrimination based on race, religion, creed, color, nation of origin, ancestry, disability, medical condition, age, sexual orientation, marital status, gender, pregnancy, veteran status, or any other classification protected by state and/or federal law.

I certify that the information given on this application is correct and accurate. I understand that any falsification or misrepresentation of this or any other personal record will disqualify me from consideration or participation in the Oakland Zoo's volunteer programs. I understand that my ability to volunteer is dependent upon a background check and I agree to abide by all present and subsequently issued rules of the Oakland Zoo.

**\*\*Please note that Docents do not work directly with animals without meeting further time and training requirements. \*\***

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***Applicant's Signature***

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***Date***

**Please submit via mail, email, or fax to:**

Lisa O'Dwyer, Volunteer Programs Manager

The Oakland Zoo

PO Box 5238 Oakland, CA 94605

Phone: 510-632-9525 x141

Fax: 510-729-7324

[lisa@oaklandzoo.org](mailto:lisa@oaklandzoo.org)