



Job Shadow Program – Animal Department

The Job Shadow Program at Mill Mountain Zoo offers high school students that are interested in a career in zookeeping or zoology an opportunity to shadow a zookeeper during their daily routine. Through this program they will gain a better understanding of this challenging but rewarding career. Space for this program is limited, and assignments will be made on a first come, first serve basis. A **completed application** and brief **letter of interest** are all that are required to get started in this program. Please read the information provided below to decide if the Job Shadow Program at Mill Mountain Zoo is right for you.

What will I do on a job shadow? No two days are alike at the zoo, so every job shadow is a unique experience. You will be assigned to a zookeeper who will take you along on their daily rounds as they clean, give enrichment and feed zoo animals. Depending on the type of animals they care for, you may be able to help prepare food, deliver food, and assist with cleaning. Job shadow students are not permitted to work with dangerous animals like black bears or red wolves. Job shadows will attend either 1 or 2 days at the zoo from either 8:30am-12:30pm or 8:30am-4:30pm, depending on preference and availability.

What should I bring? Most importantly, bring your enthusiasm and love of learning. Zookeepers work outdoors in all types of weather, so please dress comfortably and appropriately for the weather. This includes close-toed shoes (sandals are not permitted), jeans or khaki pants, shirt (no tank tops), coat or jacket, if necessary. Don't forget a hat and gloves if it's cold outside. Also, be prepared to make the most of your job shadow by bringing a list of questions you'd like to ask the zookeeper.

Who can apply? Job shadows are open to high school students in grades 9-12, or recent graduates. Staff may request that you have an up-to-date tetanus vaccination and must have a copy of written results of a negative intradermal tuberculosis (TB) test from within the last year (if requested by zoo staff), prior to the job shadow experience. During the Job Shadow, you should be prepared to experience a zookeeper's role including: physically demanding tasks, working outdoors in cold/hot weather, walking on uneven surfaces, exposure to strong odors and allergens produced from hay, dust, and animal hair/feathers/dander.

When should I apply? Please allow at least 4 weeks for the application and scheduling process. We may not be able to accommodate the exact date you request, so please be flexible with your availability.

Is there a fee? Job Shadows are offered free of charge as a service to students in our community. Mill Mountain Zoo is a small nonprofit Zoo. To keep the Zoo affordable for all families, we depend on donations and grants to offset expenses not covered by admissions or government funding. Please let staff know if you would like to make a donation to Mill Mountain Zoo's mission of wildlife conservation.

If you are interested in applying for an Animal Department Job Shadow, please submit a **completed application** and brief **letter of interest** to Erika Banter, Animal Department Manager, at ejoseck@mmzoo.org.

Job Shadow Application – Animal Department

Name: _____ Age: _____ Date: _____

Name of High School, College or University _____

What year (e.g. Sophomore, Junior, Senior, Graduate Student)? _____

Major Area of Study _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Date of last tetanus booster: _____ Please be prepared to provide documentation if requested.

Tuberculosis prevention: You will be notified if a TB test is required - this is based on the current species within the animal collection.

Would you like to attend: ___ 1-day ___ 2-days

Would you like to attend: ___ 8:30am-12:30pm ___ 8:30am-4:30pm

Please provide a list of dates you are available to complete a job shadow:

Future career goals: _____

What do you wish to gain from this experience? _____

Reducing disease transmission: What species (if any) will you be in contact with while completing the job shadow (livestock, poultry, pets, wildlife)? _____

Do you require accommodations? _____

Please rank the following areas 1-4 based on your interest (1-most interested, 4 – least interested):

__ Run A: Join the keeper as they make their rounds through our amphibian, reptile, and education animal sections. Duties may include cleaning, feeding, and diet preparation for poison dart frogs, turtles, snakes, lizards, Burmese python, and a host of education animals.

__Run B: This Job Shadow opportunity is only open to individuals 18 yrs or older. Join the keeper as they make their rounds through our carnivore section. You may help with feeding, cleaning, animal enrichment and animal observations. Job shadows will not be permitted to work in areas with bear, wolves, or lynx.

__Run C: Join the keeper as they make their rounds caring for the colorful collection of birds from around the world and a two-toed sloth. You may help with cleaning, feeding, animal enrichment and animal observations.

__Run D: Join the keeper as they care for a variety of animals, including livestock, porcupines, otters, and wolves. You may assist with cleaning, feeding, animal enrichment, and animal observations.

Signature of applicant: _____

Please Read and Initial

In exchange for and in consideration of being allowed to enter the Mill Mountain Zoo's property to participate in internship activities, I acknowledge and agree to the following:

- _____ I am only to take part in duties for which I have been instructed and will only enter areas I have been given clear permission to be in.
- _____ I will not enter restricted areas unless accompanied by a staff member or given clear permission to do so.
- _____ I will maintain, at minimum, a 10-foot distance from any animal enclosure when working in non-guest areas.
- _____ I will not breach the boundaries of any animal enclosure, nor will I attempt to touch an animal without clear permission to interact with said animal and only under the supervision of an animal department keeper.
- _____ I will not take any photos and/or videos of zoo animals, areas, or property from areas outside of guest areas unless given clear permission to do so. Any photos and/or videos taken with permission from non-guest areas will be for personal use only and will not be shared on any social media formats.
- _____ I will not smoke or vape on zoo grounds.
- _____ I will not intern at the zoo under the influence of alcohol or illegal drugs.
- _____ I will alert my supervisor before I leave grounds.
- _____ I will not show up to the zoo unannounced to intern; I will show up on the date and time that the animal department manager has advised me of.
- _____ I will always have a radio on my person while working and will return the radio before leaving zoo grounds.
- _____ I understand the risks and dangers involved with being an Intern for Mill Mountain Zoo in the heat, cold, and mountainous terrain, and I expressly assume the risk of injury or death, whether foreseen or unforeseen.
- _____ I hereby release and hold harmless the Mill Mountain Zoo and all its officers, agents, and employees from any and all claims, demands, and liabilities to me on account of any and all injuries, losses, and damages to my person or property, or death arising out of or related to participation in its internship opportunities.
- _____ I give my consent to Mill Mountain Zoo to photograph, film, or otherwise record my appearance, voice, statements, and activities, and for use, in whole or in part, by Mill

Mountain Zoo without restriction or limitation in and/or through any and all media formats now existing, or hereafter developed. Mill Mountain Zoo, in its sole discretion, may identify me by name in connection with the use of my image and the promotion and advertising of the same.

I, _____, hereby agree to the foregoing.

Signature _____ Date _____

Zoo Staff Supervisor Signature _____ Date _____
Animal Department Manager

If you are under the age of 18, please provide the Parent/Guardian information below:

NAME _____

Home Address _____

City _____ State _____ Zip _____

Email _____

Phone _____

Parent/Guardian Signature _____ Date _____

Please return this Application and Release of Liability to: **Animal Department Manager** via email to ejoseck@mmzoo.org or via U.S. Mail to:

Mill Mountain Zoo
Attn: Erika Banter, Animal Department Manager
Post Office Box 8159
Roanoke, Virginia 24014

Please allow 4 weeks for application review. Applicants will be notified of their acceptance. Please refrain from telephoning, writing, or e-mailing the Zoo concerning the review and decision process on the Job Shadow application.

Release of Liability

Read Carefully – This Affects Your Legal Rights

In exchange for participation in the activity of Interning at Mill Mountain Zoo, organized by Blue Ridge Zoological Society of Virginia, Inc. d/b/a Mill Mountain Zoo, of Mill Mountain Spur, Post Office Box 8159, Roanoke, Virginia 24014, I, _____, of (Address) _____, acknowledge that I have voluntarily applied to participate in the internship program at Mill Mountain Zoo and agree for myself and for the members of my family, to the following:

- 1. Agreement To Follow Directions.** I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by Blue Ridge Zoological Society of Virginia, Inc. d/b/a Mill Mountain Zoo, or the employees, representatives, or agents of Blue Ridge Zoological Society of Virginia, Inc. d/b/a Mill Mountain Zoo.
- 2. Assumption of the Risks and Release.** I understand that my participation involves working around live animals, engaging in physical activities, and being present in an outdoor environment that may pose inherent risks, including but not limited to injury, illness, death or property damage.
- 3. Indemnification.** By signing below, I hereby release, waive, and discharge Blue Ridge Zoological Society of Virginia, Inc. d/b/a Mill Mountain Zoo, its officers, directors, employees, agents, and affiliates (collectively, “Released Parties”) from any and all liability, claims, demands, actions, or causes of action arising out of or related to any injury, illness, loss, or damage I may suffer while participating in internship activities, whether caused by negligence or otherwise.
- 4. Fees.** I agree to pay for all damages to the facilities of Blue Ridge Zoological Society, Inc. d/b/a Mill Mountain Zoo caused by negligent, reckless, or willful actions by me.
- 5. Applicable Law.** Any legal or equitable claim that may arise from participation in the above shall be resolved under Virginia law.
- 6. No Duress.** I agree and acknowledge that I am under no pressure or duress to sign this agreement and that I have been given a reasonable opportunity to review it before signing. I further agree and acknowledge that I am free to have my own legal counsel review this agreement if I so desire. I further acknowledge that I have had the opportunity to ask questions regarding this Release of Liability and the associated internship agreement and that I sign this document knowingly and voluntarily.

7. **Incorporation of Volunteer Application.** Furthermore, I understand and agree that this Release of Liability expressly incorporates and includes all sections of the internship application where I have initialed, acknowledging my understanding of and agreement to the terms outlined therein. By signing this document, I affirm that I have read, understood, and voluntarily agreed to all such statements in the application, including but not limited to policies on safety, conduct, confidentiality, and commitment expectations.
8. **Enforceability.** The invalidity or unenforceability of any provision of this agreement, whether standing alone or as applied to a particular occurrence or circumstance, shall not affect the validity or enforceability of any other provision of this agreement or of any other applications of such provision, as the case may be. Such invalid or unenforceable provision shall be deemed not to be a part of this agreement.
9. **Dispute Resolution.** The parties will attempt to resolve any dispute arising out of or relating to this agreement through friendly negotiations among the parties. If the matter is not resolved by negotiation, the parties will resolve the dispute using the below Alternative Dispute Resolution (ADR) procedure:

Any controversies or disputes arising out of or relating to this agreement will be submitted to mediation in accordance with any statutory rules of mediation. If mediation does not successfully resolve the dispute, then the parties may proceed to seek an alternative form of resolution in accordance with any other rights and remedies afforded to them by law.

10. **Emergency Contact.** In case of an emergency, please call _____
(Relationship: _____) at _____
(Day Phone #) or _____ (Evening Phone #).

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER UNDERSTAND THAT BY SIGNING THIS RELEASE, I VOLUNTARILY SURRENDER CERTAIN LEGAL RIGHTS.

Signature _____ Date _____