



# AUSTRALIA ZOO

HIGH SCHOOL VOLUNTEER PROGRAMS

SCHOOL CO-ORDINATOR/REPRESENTATIVES GUIDE



We recommend this information is read in conjunction with the '**Participant, parent & guardian guide**'.

Australia Zoo offers a number of volunteer programs, designed to provide opportunities to a wide range of individuals to gain industry specific knowledge and experience. Volunteer offerings include a school-aged program which has been developed specifically for students aged between 14-17 years of age.

All programs have minimum application criteria, as well as maximum participant numbers.

## **KEY CONSIDERATIONS FOR ORGANISING STUDENT WORK PLACEMENTS**

- Minimum age for high school program participants is 14 years of age
- Australia Zoo's high school programs are available to students enrolled in Australian Education Institutions, including registration through Distance Education. Placements can be coordinated through your school or by individual applicants, with parental/guardian consent.
- Due to program popularity and availability parameters of high school volunteer programs, all applicants will be required to participate in an interview and selection process.
- All applicants will be advised whether they have been successful for placement following the completion of the interview process.
- Placement on all high school programs is at the discretion of Australia Zoo. All successful applicants will be offered program placement based on their assessed readiness level for the program and availability.
- No placements can be guaranteed until after the application and interview process is completed.
- Schools should not confirm or promise a student's placement at Australia Zoo until it has been confirmed by the Australia Zoo Volunteer Department.
- Students should not make travel or accommodation commitments until a confirmation of placement is provided. Australia Zoo takes no responsibility for independent action outside of the outlined process and guidelines.
- Students are responsible for their own transport to and from the zoo. Please note public transport is limited.
- It is important to note that all volunteers, including those participating in high school programs, should not have any expectation of direct animal interaction. This is due to a range of operational, legislative and safety requirements, and animal welfare considerations.
- Participation within these programs does not provide a guarantee of future volunteer program placement or employment.

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## **STUDENT PLACEMENTS WITHIN HIGH SCHOOL PROGRAMS**

When finalising placements for students within our high school programs, it is necessary for us to take each individual's readiness level into account, before confirming their placement with us.

Due to a range of operational considerations and the popularity of our volunteer program, we cannot guarantee placement of every applicant. There are four allocated time periods for high school programs during the course of the year. Placement is only available during these periods and each program has maximum participant numbers.

Every applicant must be aware that placement cannot be confirmed until after the application and interview process has been completed. Schools should not confirm or promise a student's placement at Australia Zoo until it has been confirmed by the Australia Zoo Volunteer Department.

Due to industry relevant considerations, when identifying participants for the Australia Zoo high school programs, we would recommend the following attributes be prioritised in terms of progressing students through the application process:

- High confidence levels
- Enthusiasm & passion
- Well-developed communication and social skills
- Demonstrated initiative & motivation
- Strong work ethics
- Overall readiness to work independently or within a semi-structured environment

It is always our intention to provide the most beneficial and rewarding experience for all of our program participants. Your assistance in identifying participant readiness levels and managing student expectations is greatly appreciated.

## **HIGH SCHOOL PROGRAM FORMS**

After placement of a student has been confirmed, please provide the Australia Zoo Volunteer Department with all the necessary information and documentation the school may require (signed and completed). This information will be required within 10 days of the placement offer being made by Australia Zoo. This includes work placement agreements (as per Department of Education requirements), feedback forms, evaluations, insurance policies and any other relevant documentation which is relevant to your student's time with us.

It is important that any forms requiring signature by Australia Zoo have all the relevant sections completed by the student and parent/guardian, as well as the school representative, before being forwarded to Australia Zoo.

Please note, if a school requires specific insurance coverage for working with animals, it will be necessary for this coverage to be organised by the school and forwarded to Australia Zoo along with other relevant placement paperwork.

## **SUPPORTING STUDENTS THROUGH THE APPLICATION PROCESS**

In order to ensure that every student's application process runs as smoothly as possible, it is important that all relevant information is completed and provided. Omissions may result in processing delays or potential placement review.

Review of each student's application for accuracy and completion in full, including school co-ordinator/representative contact details will minimise any potential processing delays or placement impacts.

Australia Zoo Volunteers Department will include the school co-ordinator/representative in all communications relative to the process, including interviews, outcomes of application process, program date confirmations etc.

If you have any questions or require further information/an application form, please contact the Australia Zoo Volunteer Department at:

**[volunteers@australiazoo.com.au](mailto:volunteers@australiazoo.com.au)**

Or if email is unavailable please call: **07 5436 2038**

