



Horticulture Volunteer Application

Thank you for your interest in the Lake Superior Zoo volunteer program!

The Lake Superior Zoo is a conservation education facility whose mission is to provide close-up animal experiences which inspire connections to wildlife and action toward conservation in our region and around the world. Through a variety of programs, both formal and informal, we wish to provide a greater understanding and respect for the animal world, as well as our planet. Without the help of volunteers, we cannot fulfill our mission! If you have any questions, please contact the Zoo Volunteer Manager at (218) 730-4500 ext. 210 or e-mail: mmichaels@lszoo.org

You may return the completed application by mail or email to:

Lake Superior Zoo
Attn: Volunteer Manager
7210 Fremont St.
Duluth, MN 55807

Thanks again for your interest and we look forward to meeting you!



Horticulture Volunteer Position Description

Position Title: Horticulture Volunteer

Supervised By: Volunteer Manager, Grounds/Maintenance Staff

Principal Working Relationships: Volunteer Manager, Grounds/Maintenance Staff

Term of Appointment: Minimum of six months active participation.

Time Commitment: At least 6 hours per month is required during the months of April through October.

Volunteer Program Goal: The goal of the volunteer program is to assist zoo staff with providing exceptional visitor experiences by volunteering time and talents for tasks that support the mission of the Lake Superior Zoo. The goal of the horticulture volunteer program is to assist zoo staff with maintaining and improving the beauty of the zoo grounds.

Essential Functions:

- Weeding, watering, trimming, and mulching various gardens on zoo grounds.
- Planting/Transplanting various plants into the gardens on zoo grounds.

Service Conditions: Work will be conducted outdoors and subject to all weather conditions. Volunteering may occur on weekdays and weekends based upon scheduling needs. Because volunteers work around children and vulnerable adults, a criminal record check and reference checks are required prior to assignment.

Knowledge, Skills, and Abilities Needed:

- Ability to maintain a courteous attitude towards the public, staff and peers at all times.
- Ability to communicate in a professional manner.
- Ability to maintain current and accurate records of volunteered hours, to follow direction and work as an individual or with a team.
- Ability to learn and recognize different species of plants and how to maintain them.
- Successful completion of zoo orientation, horticulture training and participation in ongoing training

Physical, Emotional, and Intellectual Demands:

- Must be 18 years of age or older.
- Must have a willingness to comply with volunteer uniform policy.
- Must have clear speaking skills and the ability to remember facts.

- Must be able to lift up to 30 pounds and bend over to weed and plant.
- Must be able to work independently and be outside on feet for 2 hours at a time.

Equipment used: Rake, shovel, trowel, tree trimmers/clippers, wheelbarrow, etc.

Evaluation: Informal check-ins will take place on a regular basis with the Volunteer Manager. An evaluation may occur if needed to resolve conflicts, concerns, or other issues.

Would you be volunteering through another organization? If so, what organization?

Please List Your Current or Previous Employer:

Current or Previous Job Title: _____

Employer Name: _____

Employer Address: _____

Supervisor Name: _____

Supervisor Phone Number _____

Supervisor E-mail: _____

May we contact this person for a reference?

Please list any Current and Former Volunteer Experiences Here:

Please list one non-related references (can be from work, school, or another organization where you demonstrated work skills)

Name _____

Phone Number _____

Company/Organization _____

E-mail _____

Relationship to you _____

How long have you known this person? _____

Medical:

This volunteer job requires volunteers to safely perform tasks summarized in this application. Can you perform these duties with (or without) reasonable volunteer job accommodation? If you require accommodation, please describe below.

Date of your last tetanus shot: _____

Submitting this application means the following:

- You are ready to commit to 36 hours of volunteer time in the gardens between the months of April and October with additional hours for trainings.
- You are able to abide by the Lake Superior Zoo's policies and procedures.
- You are able to pass a criminal background check.
- You have a passion for learning, fun, and inspiring visitors to make connections with our animals.

Initial: _____

Agreement

By signing below I acknowledge the following:

-Before being accepted to any position, all volunteers must fill out a complete application, attend an interview with the Volunteer Manager, and pass a criminal background check. A selection process is used in the recruitment phase and not all applicants are accepted into the program.

-I am at least 18 years of age or older, and understand that misrepresenting myself on this application will prohibit me from future acceptance into the program.

-I certify that the information in this application is correct to the best of my knowledge and I understand that falsifying any information may result in termination of my participation in the volunteer program.

-I agree to immediately notify the Lake Superior Zoo if I should be convicted of a crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse or violence while my application is pending or during my period of volunteer service.

-As a volunteer at the Lake Superior Zoo, I understand that I will not come in contact or work directly with any dangerous animals such as tigers, lions, snow leopards, and monkeys.

Signature

Date

For Office Use Only

Date Received: _____ Left Message: _____(email or phone)

Interview Date: _____ Training Date: _____

United Way Referral: YES NO