

## **Volunteer Career Experiences Internship and Practicum Area Descriptions**



### Volunteer Coordination:

The Volunteer Coordination Volunteer will assist the Programs and Education Animals Manager in regular communication with Sunset Zoo's volunteer base and assist with coordinating volunteer activities on zoo grounds. Communication will occur through emails and social media to include Facebook and Twitter. All Career Experience Volunteers must be proactive in the development of a personal project that supports zoo goals and will continue to benefit the zoo upon completion of term.

### Major Duties and Responsibilities

- Develop weekly emails to communicate open volunteer opportunities
- Assist with volunteer paperwork
- Develop monthly newsletter highlighting one of the volunteer opportunities available
- Create scheduled posts for the volunteer Facebook and Twitter accounts
- Photograph volunteers in action
- Meet and guide community group volunteers
- Interact with teen volunteers and participate in the Jr Conservation Team committee
- Help with special events

### Requirements

- At least 18 years of age
- Possess a valid driver's license
- Currently enrolled in college and have completed at least 15 hours or be a recent graduate, within the last 2 years.
- Participants must be able and willing to work weekends and holidays.
- Be proficient in the English language

### Preferred Education and Experience

- Experience using Canva
- Experience with Hootsuite