



Caldwell Zoo
2203 Martin Luther King Blvd.
P.O. Box 4785
Tyler, TX 75702
(903) 593-0121
education@caldwellzoo.org

Caldwell Zoo – Zoo Crew Application

Please print clearly. Applications must be completed and submitted by **5pm March 1, 2024**.
Only complete applications with all required materials will be considered.

Name: _____ Date of Birth: _____

Parent / Guardian Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Guardian Phone Number: _____

Email: _____

Guardian Email: _____

T-Shirt Size (adult sizes only): _____

School Information

Name of School: _____ GPA: _____

Grade in Fall 2024:

9th

10th

11th

12th

Dates of Availability

Please select at least 3 of the following weeks of camp to which you can fully commit. We will use your selections to build our schedule for the summer.

June 3-7th

June 10-14th

June 17-21st

June 24-28th

July 1-5th

July 8-12th

July 15-19th

July 22- 26th

July 29th- August 2nd

August 5-9th

Required Materials for New Applicants:

Please include with this application form:

- Two letters of recommendation** from current teachers, school administrators, or community leaders. We will not consider letters from family members.
- A **resume** detailing all of your extra-curricular activities, job experience, volunteer experience, experience working with animals and experience working with children.
- A **cover letter** explaining why you want to be a part of Zoo Crew and what skills/knowledge you possess that make you a good fit for the program.

Required Materials for Returning Zoo Crew Members:

Please include with this application form:

- A **resume** detailing all of your extra-curricular activities, job experience, volunteer experience, experience working with animals and experience working with children.
- A **cover letter** explaining why you want to be a part of Zoo Crew again and what skills/knowledge you have gained from the program.

Zoo Crew Agreement:

By providing my signature below, I agree:

- All of the information I provided in this application is correct.
- I will be available to attend the **mandatory training session on May 4th, 2024.**
- My parent or guardian will be available to attend the **mandatory meeting on April 16th, 2024 at 6:00 PM.**
- I will commit to volunteering for at least two of the weeks selected above. I understand that my attendance is required for the entirety of my scheduled weeks and that I will have reliable transportation to and from the Zoo.
- I understand that by submitting a completed application, I am not guaranteed acceptance into the program.
- If accepted, I understand that I must adhere to all Caldwell Zoo policies and procedures. I understand that a failure to do so may result in my disqualification from the program.
- If accepted, I will pay the program participation fee of \$45 to cover t-shirt and supply costs.

Applicant Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

Caldwell Zoo Crew FAQs

What is the Caldwell Zoo Crew Program?

- This program is open to students ages 14-17 who like animals and love people.
- Ideal candidates have a positive attitude and good communication skills. Experience working with animals and/or children is preferred.
- Zoo Crew will:
 - Interact and engage with campers throughout the day
 - Learn and share fun facts about wildlife and conservation
 - Lead educational games for campers
 - Help and inspire campers in creative crafts
 - Assist camp counselors with managing camp activities and keeping campers engaged
 - Have the opportunity to handle and/or present Ambassador Animals

How do I submit my application?

- All application materials (application form, resume, cover letter, and letters of reference) must be submitted by the Zoo Crew Applicant on or before 5pm on March 1st, 2024.
- Please submit all application materials together.

By Mail: Caldwell Zoo (c/o Education) P.O. Box 4785 Tyler, TX 75712	By Email: education@caldwellzoo.org Please be sure to use the subject line: Zoo Crew Application (Your Name)
In Person: You can drop off your application at the main office by the Caldwell Zoo entrance. 2203 Martin Luther King Blvd. Tyler, TX 75702 (903) 593-0121	

Additional information regarding required materials:

- Letters of Recommendation
 - We would prefer letters of recommendation come from someone who has interacted with the applicant in a leadership role such as: teachers, coaches, youth group leaders, scout leaders, dance instructors, etc. Letters from family members will not be considered.
 - If we have any questions about a Zoo Crew candidate, we may wish to follow up with a phone call to the reference. Please ask all contacts that supply letters of recommendation to include the best phone number to reach them during regular business hours.
- Resume
 - We understand some applicants have limited experiences to detail on a resume. Building a resume is a useful skill that we want our applicants to practice. So, resumes are required for all applicants.
 - Possible details to include: extra-curricular activities, job or volunteer experience, experience working with pets or farm animals, babysitting/caring for younger siblings, useful skills, classes or projects of interest, hobbies, etc.
- Cover Letter
 - A cover letter gives an applicant the opportunity to explain why they are a great fit for the program. We want our Zoo Crew applicants to gain experience writing covers letters because it is a skill they will use again in their professional lives.
 - There are plenty of resources to use when writing your first cover letter. Here is one we like: <https://writersworkshop.illinois.edu/resources-2/writer-resources/job-search-application-writing/cover-letters/>