



**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 7, 2025**.  
Only complete applications with all required materials will be considered.

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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): \_\_\_\_\_

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### School Information

Name of School: \_\_\_\_\_ GPA: \_\_\_\_\_

Grade in Fall 2025:

9<sup>th</sup>

10<sup>th</sup>

11<sup>th</sup>

12<sup>th</sup>

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### Dates of Availability

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

June 2-6<sup>th</sup>

June 9-13<sup>th</sup>

June 16-20<sup>th</sup>

June 23-27<sup>th</sup>

June 30- July 4<sup>th</sup>

July 7-11<sup>th</sup>

July 14-18<sup>th</sup>

July 21- 25<sup>th</sup>

July 28<sup>th</sup>- August 1<sup>st</sup>

August 4-8<sup>th</sup>

## 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.

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## 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 3<sup>rd</sup>, 2025.**
- My parent or guardian will be available to attend the **mandatory meeting on April 15<sup>th</sup>, 2025 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

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### 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 February 28<sup>th</sup>, 2025.
- Please submit all application materials together.

<b>By Mail:</b> Caldwell Zoo (c/o Education) P.O. Box 4785 Tyler, TX 75712	<b>By Email:</b> education@caldwellzoo.org Please be sure to use the subject line: Zoo Crew Application (Your Name)
<b>In Person:</b> 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/>