

**New York Aquarium Education Department**  
**Docent Application**

Please print or type

Date \_\_\_\_\_

**PERSONAL INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Cell/Pager \_\_\_\_\_ Email \_\_\_\_\_

**EXPERIENCE AND EDUCATION**

In addition to this information, please feel free to attach a resume

**What is your level of education?**

some high school

high school graduate

some college

associate's degree

bachelor's degree

master's degree

doctorate

other (explain) \_\_\_\_\_

**Work Experience**

Current Employer \_\_\_\_\_

Title/Job Description \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**Volunteer Experience**

Organization \_\_\_\_\_ Dates \_\_\_\_\_

Duties \_\_\_\_\_

Have you ever worked/volunteered for the Wildlife Conservation Society? (y/n) \_\_\_\_

If yes, when? \_\_\_\_\_ Which Facility? \_\_\_\_\_

Title \_\_\_\_\_ Direct supervisor \_\_\_\_\_

**For Volunteer Office Use Only**

Date Received \_\_\_\_\_

VC \_\_\_\_\_

Date Confirmed \_\_\_\_\_

Interview Date \_\_\_\_\_

Intern (y/n) \_\_\_\_

**REFERENCES**

Please list the names and contact information of two people *not related to you* who you know well and can attest to your character, skill and dependability. If you are still in High School you must also submit a teacher recommendation form.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_  
Relationship to you \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_  
Relationship to you \_\_\_\_\_

**INTEREST SURVEY**

*You **must** answer these questions in order to be considered for the volunteer program. Please give complete answers. Attach an extra sheet of paper if you feel you need more space.*

Please tell us in your own words why you are interested in volunteering at the New York Aquarium, what you hope to gain from the experience and what you feel you can contribute to our organization.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How/Where did you hear about our volunteer program? \_\_\_\_\_

\_\_\_\_\_

In your opinion, what is the purpose of a zoo or aquarium? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How do you feel about animals being kept in an aquarium? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any public speaking experience? If yes, please specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have experience working with children? If yes, please specify: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Summer volunteer shifts are full days (9:30am – 5:00pm) for teen docents in the summer months (July through September) and 2 days per week (Sunday through Saturday). Are you able to commit to a 2-day per week schedule in the summer? Yes \_\_\_ No \_\_\_

Are you available to volunteer weekdays during the summer (July – September)? Y/N

Are you available to volunteer weekends during the summer (July – September)? Y/N

Fall to spring volunteer shifts are mornings, afternoons\*\*, or full days for teen docents once every other week (September through June) and adult docents year-round.

Morning shifts are from 9:30am – 1:30pm.

Afternoon shifts are from 1:00pm – 5:00pm.

Full day shifts are from 9:30am – 5:00pm.

Please note your availability by marking “1”, “2”, or “3” to indicate you first, second and third choice.

Summer \_\_\_\_ Fall- Spring \_\_\_\_ Year-Round \_\_\_\_

Shift Time & Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Full Day							

**\*\* Please note that during the months of September – June, afternoon shifts are only available on weekends. \*\***

The Wildlife Conservation Society’s zoos and aquarium are open everyday of the year, including all holidays. Are you available to volunteer some holidays? (Please do not indicate the need for absence for religious reasons.) Yes\_\_\_ No\_\_\_

*High School & College students:* Are you available to volunteer during Spring Break? Y/N

*High School & College students:* Are you available to volunteer during Winter Breaks?Y/N

High School & College students: Do you have any requirements to fulfill for your school (such as minimum number of community service hours)? If so, please list your requirements here: \_\_\_\_\_  
 \_\_\_\_\_

**ESSENTIAL FUNCTIONS / VOLUNTEER REQUIREMENTS**

All applicants must meet the requirements listed below. In addition, being a docent at the New York Aquarium requires that you are able to perform several job functions:

- All applicants must be at least fifteen (15) years of age at time of submitting application.
- All applicants must successfully complete a 6-day training course, including written assignments and exams. Each day of the course runs from 10:30am-4pm. Each session covers marine science, public speaking skills and activities designed to foster good relations among docents.
- All applicants agree to purchase a docent uniform and materials related to the training course (\$40.00).
- Upon successful completion of the training course, a minimum time commitment of the following is expected (exceptions would be for vacations, illness or emergencies):

<u>High School Students:</u> <ul style="list-style-type: none"><li>• 15 - 18 years</li><li>• 105 - 120 service hours minimum</li></ul>	One full day or one half day every other weekend during the school year (September through June) OR Two full days per week during the summer (July through September)
<u>Adults:</u> <ul style="list-style-type: none"><li>• 18 years and up</li><li>• 1 year of service minimum</li></ul>	One full day every other week OR One half- day every week

- All applicants must be willing and able to volunteer at the touch pool. This involves handling live invertebrates (including but not limited to sea stars and horseshoe crabs), assisting the public in touching these animals, and giving educational talks about them.
- All applicants must be willing and able to speak to aquarium visitors and give educational talks at a chosen exhibit (volunteer may choose exhibit).
- All applicants must be willing and able to volunteer both indoors and outdoors.
- All applicants must be willing and able to work with children of varying ages, as well as adults.
- In addition to service hours, all applicants must be willing and able to participate in a total of five (5) hours of lectures or workshops after completing the training course.

Please consider all the information above before submitting your application.

**ACKNOWLEDGMENT OF UNDERSTANDING**

There are a few things that you need to know before deciding to take the next steps in joining our volunteer program. Our mission is to educate the guests visiting the New York Aquarium about wildlife in the park and the need for wildlife conservation. We do not handle any of the aquarium animals other than those in the touch tanks, nor do we help care for them. This is an unpaid volunteer position. In addition, we cannot offer you any assistance in getting a paid job at the New York Aquarium. The Human Resources Department of the Wildlife Conservation Society is the department charged with processing applications for paid employment.

**SIGNATURES**

*Adults (Applicants 18 years of age or older):*

If accepted as a New York Aquarium Docent, I agree to be available to volunteer 2- 4 days per month and commit to at least one year of service at the New York Aquarium. I understand that I will have NO direct animal contact other than those animals at the New York Aquarium's touch tanks. I have read the acknowledgment of understanding, and have considered the requirements and essential functions and would like to submit my application for the New York Aquarium Docent Program. ***I certify that I am at least eighteen (18) years of age.***

Printed name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

---

*High Schools Students and Parents/ Guardians:*

If accepted as a New York Aquarium Docent, I agree to be available to volunteer 2 days per week (July through September) or 2-3 days per month (September through June) and commit to at least 105 to 120 hours of service at the New York Aquarium. I understand that I will have NO direct animal contact other than those animals at the New York Aquarium's touch tanks. I have read the acknowledgment of understanding, and have considered the requirements and essential functions and would like to submit my application for the New York Aquarium Docent Program. ***I certify that I am at least fifteen (15) years of age.***

Applicant's printed name \_\_\_\_\_  
Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

If under 18 years of age, please have parent/guardian sign:

Parent/Guardian name (print) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Send completed application to: Coordinator of Volunteers  
Education Department  
New York Aquarium  
Boardwalk at West 8<sup>th</sup> Street  
Brooklyn, NY 11224

# NEW YORK AQUARIUM

## DOCENT PROGRAM RECOMMENDATION FORM

To be completed by a school faculty member. You may submit an application without this form; however, it must be submitted before you attend training. If you have already graduated, you may omit this form.

**To the Recommender: Please attach additional pages if necessary.**

**Recommendation for:** \_\_\_\_\_

In what way have you observed this student's interpersonal skills?

How would you rate this student's ability to work with the public? Please check the rating that best describes this student.

Rating	<input checked="" type="checkbox"/>
<u>Outstanding</u> - Student has excellent oratory skills, commands attention, and uses visual aids effectively.	<input type="checkbox"/>
<u>Excellent</u> - Student speaks very well, has a good command of attention, and uses visual aids well.	<input type="checkbox"/>
<u>Good</u> - Student is comfortable giving presentations, makes an effort to use visual aids, and able to command attention for a short time.	<input type="checkbox"/>
<u>Not Applicable (N/A)</u> - I have not had the opportunity to observe this student's ability to work with the public.	<input type="checkbox"/>

Does this student have the maturity and responsibility to represent the Aquarium as a Docent?  
How has he/she demonstrated these qualities in school?

Does this student have a well-developed interest or background in science? What special projects or studies has he/she undertaken?

What other comments can you offer in support of this student's application to become a New York Aquarium Docent?

**Your Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Phone number** \_\_\_\_\_

Please return this form to: New York Aquarium; Kimberlyn J. Acevedo, Coordinator of Volunteers, Education Department, Boardwalk at West 8<sup>th</sup> Street, Brooklyn, NY 11224