



## ZOO RECORDS ASSISTANTSHIPS

Animal Management is currently accepting volunteer applications for Zoo records assistant (ZRA) positions. ZRAs will be trained by the Zoo Curator to provide administrative support.

### Duties:

1. To assist in archiving old animal daily reports
2. To organize species folders appropriately
3. To organize library books and other publications
4. Assisting to complete small projects that either include painting, or minor carpentry work

## REQUIREMENTS

### Must have:

1. A strong commitment to advance the zoo's goals in supporting animal conservation, education and welfare.
2. A positive demeanor
3. The ability to be focused and detail oriented
4. A positive work ethic
5. Team work ability
6. A negative tuberculin (TB) skin test (or lung x-ray) result conducted within the last two years.

### Must be:

1. 18 years and above in age
2. Computer literate and knowledge of common software applications
3. Available to volunteer at least one 4-hour shift per week for a minimum of 6 months. Two shifts (8:30 A.M to 12:30 P.M. and 1:00 to 5:00 P.M.) are available and preferred by the Zoo Curator. In exceptional circumstances, other shifts can be made available.

## APPLICATION PROCESS

If you are interested in applying for this position, fill in the attached application and submit it to Avanti Mallapur, Zoo Curator either by mail, email or by hand. Please post or email applications to the contact details given at the foot of this page. **It is mandatory that all applicants submit negative tuberculin (TB) test (or lung x-ray) results conducted within the last two years.**