



*'Promoting the stewardship of nature through enjoyment, understanding and involvement'*

## **ZOO RECORDS ASSISTANTSHIPS**

Zoo records assistants (ZRA) will be trained by the Zoo Curator to operate the Zoological Information Management System or ZIMS.

Volunteers will be assisting the Curator in managing information collected for all animals housed at the zoo, including education animals.

ZRAs play a voluntary role assisting the animal management team. Their duties are:

- To update Micke Grove Zoo's animal records by using ZIMS.
- To assist in archiving old animal daily reports
- To organize species folders appropriately
- To organize library books and other publications

## **REQUIREMENTS**

### Must have:

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

### Must be:

- 16 years and above in age
- Computer literate and knowledge of common software applications
- 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.** Directions to the zoo are given in the link below.

Avanti Mallapur · Zoo Curator  
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