

ZOOBOO 2018



ZooBoo is a spooky, but not too spooky, fun-filled event here at the “Eerie” Zoo featuring a variety of Halloween displays, costumed characters, train and carousel rides, crafts, temporary tattoos, games, and trick-or-treating for children 12 and under.

ZooBoo 2018 will run from Thursday, October 18th through Tuesday, October 30th. The gates are open to the public from 6 p.m. to 9 p.m. each night. Volunteers work from **5:15 p.m. - 9:30 p.m. and sometimes until 10:00 p.m.** on busy weekends. (This year we will also have volunteers working Saturday afternoons 1pm- 5:45pm as well.)

ZooBoo Job Descriptions Volunteers must be at least 14 years old

Costumed and/or speaking roles:

TROLL – The troll will “guard” the Children's Zoo Bridge as he or she asks questions of the visitors who wish to cross it. The Zoo staff will provide the questions. One question might be, “How long can a tortoise live?” The answer is 150 years. You must talk in a scratchy voice, and you will spend the majority of your time hunched over, so a good back is a must. You want to be more funny than scary, so you won’t frighten children away. Troll costumes will be provided.

SCARECROW FOR THE TALKING PUMPKIN – The Talking Pumpkin’s Scarecrow attendant will watch over the pumpkin display. You also interact briefly with the visitors while maintaining a friendly attitude.

THE TALKING PUMPKIN VOICE- (Current Docent volunteer only) Hidden out of sight you are the voice of the talking pumpkin.

SKULL EDUCATION STATION GUIDE- Volunteers will share information with visitors about the skulls. All information is provided.

DANCING COSTUMED CHARACTERS (need 2 or 3). You will be dressed as a character of some kind and will spend the entire time dancing in front of the DJ booth. Must be willing to dance!

TRAIN CROSSING GUIDE (Must be 17 years of age or older) – You will be stationed near the train crossing directing visitors when to safely cross the train tracks.

Keep this page for your records.

Applications must be turned in by September 18th to the Erie Zoo Office. Training dates start September 20th. (Late Applications accepted until September 28th. You still must attend training prior to volunteering; last training date is October 2nd.)

Non-Costumed Roles:

BOOTH GUIDES –You will be stationed outside a booth directing visitors to one of the booth’s open windows, making sure to keep the lines moving, while holding a sign that says make two lines. If super busy, in some cases you might be handing out treats in front of “your booth” as well. You must be able to speak to direct guests where to go.

BOOTH WORKER – You will be working at either handing out trick-or-treat bags to children age 12 and under, or working in one of our decorated booths handing out treats to children age 12 and under that are provided by various sponsors. Since you will be representing the Zoo and the sponsoring company, you must be friendly, courteous and professional. A pleasant smile is a must.

BREAKPERSON – Your responsibility will be to fill in for other people while they go on breaks. This does not mean that you will not get a break; you are entitled to have one also. You will be assigned to several different volunteer areas. You will relieve one person at a time for their break. You will perform their job while they are on break. This is not a difficult job, but it requires a lot of responsibility. You will also have to fill in anywhere you are needed, if we don’t have enough volunteers.

GAME LEADER- You will be responsible for facilitating the Zoo Boo game and distributing prizes to those who choose to stop and play.

PARTY ROOM ASSISTANT - You will be responsible for assisting our birthday party staff, to assist with parties in the birthday party room in the Adventure Center. Duties will include everything from set up to clean up and helping with food and games.

*ADVANCED TICKET ASSISTANT- **(Must be 17 years of age or older)*** – To avoid the lines, visitors may purchase Zoo Boo tickets prior to the event. The Advanced ticket assistant is responsible for directing these visitors to special advanced purchase ticket windows. An outgoing personality and willingness to interact with the public is a must. You may be asked to assist with other jobs if it is a slow night or once your gate closes.

CRAFT TABLE ATTENDANTS – You will be stationed assisting children 12 and under in making crafts provided by Zoo staff. All supplies and directions will be provided. You are responsible for cleaning up thoroughly when your shift is over.

TEMPORARY TATTOOS - Your job is to apply a temporary tattoo on the hand of those children who stop at your station. You are responsible for cleaning up thoroughly when your shift is over. Including washing up and returning all materials to the proper places.

*RIDE ASSISTANT **(Must be 16 years of age or older)*** – You will be responsible for assisting the ride operator with taking tickets and loading and unloading ride passengers. You should expect that your volunteer hours will be from 5:15 to 9:30 p.m. each night unless weather is poor.

*CONCESSION FOOD SERVICE **(Must be 15 years of age of older)*** – Three to six volunteers are needed to help out at the Zoo’s concession stands each night of the event. Your responsibilities may include making popcorn, helping to fill orders. Those who volunteer for these positions must be able to work from 5:15 to 9:30 p.m. each night to help set up and clean up. Food gloves and a hat or hairnet must be worn at all times. (Bring your own baseball cap).

*CAROUSEL VOLUNTEER **(Must be 15 years of age of older)***– One person is needed each night of ZooBoo to help load and unload the carousel. Your responsibilities may include collecting tickets and making sure that the correct numbers of people ride on the carousel each time. Expect your work hours to be from 5:15 to 9:30 p.m. each night.

Keep this page for your record.

Volunteer Responsibilities (Keep these pages for your record.)

As a ZooBoo volunteer, you will be expected to do the following:

1. Attend your training session. ALL volunteers must attend ONE training session. **You must get your registration to the zoo office by Sept 18th. We will not accept walk-ins on training day if the session is full.**
2. **Volunteers under 18 must have a signed parent permission slip. All volunteers must sign that they agree to abide by our rules and policies as set out here and any specific to your position.** Breaking of any of these policies may result in dismissal from the volunteer position, phone calls to parents/guardian and/or school, loss of service hours or other consequences as set by the Erie Zoo, an individual's school/organization or by law.
3. If you are unable to come on a night that you are scheduled to work, **you MUST call the Zoo (864-4091 ext. 625) before 4:00 p.m. of that day.** Please leave a message on the ZooBoo voice mail (ext. 625). **DO NOT LEAVE A MESSAGE ON THE GENERAL VOICE MAIL!** If you call after 4:00 pm, you will lose approval of one hour from your time sheet. If you do not call at all, you will lose approval of four hours of time previously volunteered and you may be removed from the volunteer schedule. **(If volunteering Saturday afternoon shift must call off by Noon of that day.)**
4. It is your responsibility to remember when you scheduled yourself to volunteer. After training, we may call you to see if you would like to schedule for additional nights, and you must remember those you agree to as well. **We cannot call to remind you of your schedule.**
5. Each night you are scheduled to work, arrive at the Zoo between 5:00 and 5:15 p.m. (If scheduled to work Saturday afternoon, arrive at the Zoo between 1:00 and 1:15pm.) Use the Tiger Striped Activity Center door and report immediately to the Break Room (Activity Center Stage). Please park in the ice rink parking lot.
6. Be polite, friendly, courteous and helpful to all visitors and fellow workers. Use of inappropriate language, gestures or behavior is prohibited. Remember that you are a representative of the Erie Zoo.
7. Volunteers are prohibited from using illegal drugs or alcohol before arriving at the zoo or while on the zoo grounds. Use of tobacco products is not permitted anywhere on the zoo grounds. Closed drink containers only inside the booth. No eating permitted while volunteering, except when you are on break in the break room.
8. Maintain the role you are playing during the hours that the event is open to the public. You will have the opportunity to take a break during the evening. Your break will be 5 to 10 minutes in length and must be taken in the Break Room. Volunteers who take excessively long or multiple breaks may have their service hours reduced accordingly. The Volunteer Coordinator will assign breaks. Characters must be out of costume during bathroom breaks. **Please eat dinner before you arrive you will not have time for dinner during your break.**
9. Stay at your assigned station until you are dismissed by the designated Volunteer Coordinator (**dismissal is 9:30 p.m. on most nights; often until 10 p.m. on weekends or busy nights**). Do not leave your station even if another volunteer tells you it is okay to go. **Wait for the Volunteer Coordinator to release you!**
10. Characters are responsible for the care of costumes and makeup. Booth guides are responsible for their signs. Everyone working is responsible for helping to keep his or her area clean and neat.
11. **DRESS FOR THE WEATHER! No open-toed or open backed shoes.**
12. Volunteers are prohibited from eating or taking any of the treats or prizes designated for children 12 and under.

13. Volunteers are not permitted to visit with friends and family while on duty. Only volunteers are permitted on the stage/break room. Family and friends must pick you up outside of the Zoo.
14. Cellphones or other electronic devices are NOT permitted to be used while on duty.
15. Please remember that you are not guaranteed to get a specific number of hours. If you need a minimum number of hours please sign up for an early training session and be flexible!

We hope that you enjoy your volunteer experience at the Erie Zoo and that you take the responsibility seriously. We cannot run such a great event without all of you doing your part. If you have any questions call the Volunteer Coordinator at 864-4091 ext. 262.

Training Sessions for ZooBoo



Each volunteer **MUST** attend **ONE** training session to participate in ZooBoo.

- Choose a training session you should plan on attending that session unless you hear from the Volunteer Coordinator.
- Training session seats are filled on a first come first serve basis. So, get your application in early to get the training session you want.
- Don't forget to circle your training date on your application and write it on your calendar.

In an effort to make training more effective and cut down on time spent waiting for scheduling or auditioning, no more than 30 people will be admitted to each session. Walk-ins will be permitted **ONLY IF THE 30 SPOTS ARE NOT FILLED**. Additional training may be required for some positions.

TRAINING OUTLINE:

Orientation to Volunteering for ZooBoo
Introduction to the volunteer "jobs"
Zoo Tour and further instructions
Auditions for Costumed Roles*
Volunteer Reward Levels available to earn

Scheduling – Come to training prepared to schedule for Zoo Boo. So check your work schedule, school events, etc.

*Auditions/Interviews for costumed characters will require that each applicant is able to be that character in a performance-type audition.

Remember:

If you are unable to come on a night that you are scheduled to work, **you MUST call the Zoo (864-4091 ext. 625) before 4:00 p.m. of that day.** (If volunteering for Saturday afternoon session you must call off before NOON.) Leave a message on the ZooBoo voice mail (ext. 625). **DO NOT LEAVE A MESSAGE ON THE GENERAL VOICE MAIL!** If you call after 4:00 pm, you will lose approval of one hour from your time sheet. If you do not call at all, you will lose approval of four hours of time previously volunteered and you may be removed from the volunteer schedule.

ZOOBOO 2018 Volunteer Application (Page 1 of 2)

Applications must be turned in by September 18th to the Erie Zoo Office.

(Once application is complete and returned please report to the Zoo's Tiger striped Activity Center Entrance on the date and time you have scheduled for training)

Name _____ Date _____ Email _____

Address _____ Phone # _____

(City, State and Zip Code)

Birthday _____ Age _____

(Must turn 14 years old by Oct. 9th)

School/Organization: _____

List any allergies: _____

List any health problems we should be aware of for medical emergencies: _____

PLEASE CIRCLE THE ONE TRAINING SESSION YOU PLAN ON ATTENDING.

Wed. Sept. 19	6:00-7:00pm	Current Zoo Volunteers (ZooDocents/ ZooAdult Vols/EdZooCrew)
Thurs. Sept. 20	6:00-7:15pm	Returning ZooBoo Volunteers from 2017 Only
Sat. Sept. 22	10:00am-12:00pm	
Sat. Sept. 22	1:00-3:00pm	
Sun. Sept. 23	10:00am-12:00pm	
Wed. Sept. 26	6:00-8:00pm	
Thurs. Sept. 27	6:00-8:00pm	
Sat. Sept. 29	10:00am-12:00pm	
Sat. Sept. 29	1:00-3:00pm	
Sun. Sept. 30	10am-12pm	
Tues. Oct. 2	6:00-8:00pm	

(Once application is complete and returned please report to the Zoo's Tiger striped Activity Center Entrance on the date and time you have scheduled for training) **Assume you are scheduled for the session unless you hear from the Volunteer Coordinator.**

In case of emergency, notify: Name _____

Address _____

Phone # _____ Relationship _____

Parent Permission:

I give permission for my son/daughter _____ to volunteer at the Erie Zoo during
(Volunteer's Full Name)

ZooBoo 2018. We have read and understand the responsibilities and the parent/guardian agrees to help the volunteer uphold those responsibilities. We understand that the volunteer will lose service hours or be dismissed from their position for failure to adhere to these responsibilities.

Signature of Parent or Guardian

Date

Signature of Volunteer

Date

ZOOBOO 2018 VOLUNTEER APPLICATION (Page 2 of 2)

Please complete the following information and plan on attending the training session you have chosen unless you hear from the Volunteer Coordinator. Completed registrations must be received by September 18th. Complete all of the information below and answer the questions honestly.

Name: _____

Do you need a certain number of hours for a school requirement? **Yes** **No**

What number of hours do you need for school? _____

Does your school or organization require all service hours be from one location? **Yes** **No**

What is your age if under 18yrs. old? _____

Have you volunteered at Zoo Boo before? **Yes** **No**

Number of years you volunteered at Zoo Boo _____

What jobs did you perform during Zoo Boo?

Why do you want to work at this event?

If you have to cancel on a night you are scheduled what do you do?

I understand if I call off on a night after 4:00pm I will lose 1 hour of volunteer service, if we don't hear from you at all on a night you are scheduled you will lose 4 hours of volunteer service. (If you are scheduled to be "on call" any given night and you are not available to come in you must call off. Same as above.) (Same rules apply for Saturday afternoon sessions call off before noon.)

Signature of volunteer date

Completed application (pages 1 & 2) must be received by September 18th. Please mail to: Volunteer Coordinator, Erie Zoo P.O. Box 3268, Erie, PA. 16508 or dropped off at the Erie Zoo Office, 423 West 38th St. Thank You! If you have any questions please call 814-864-4091 ext. 262.