



Chicago Zoological Society
Inspiring Conservation Leadership

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| Title | Conservation, Education and Training Intern-Volunteer Management (unpaid) |
| Learning Objectives | This position will contribute to the success of the Chicago Zoological Society by learning about and contributing to the expansion of CZS volunteer engagement initiatives and programs. |
| Responsibilities | <ol style="list-style-type: none">1. Assist in developing and creating curriculum for on-line volunteer training modules; compile/update natural history and conservation information for interpretive volunteers (docents).2. Participate in volunteer recruitment activities, including new volunteer orientation.3. Work with assigned departments to create and expand CZS volunteer engagement initiatives and projects.4. Other related duties as assigned, including tasks related to special events planning and daily volunteer management operations. |
| Requirements | <ul style="list-style-type: none">• Minimum one year of college at an accredited institution; G.P.A. 2.5/4.0 majoring in non-profit management, communications, psychology, sociology, human resources management, environmental education, or related field.• Experience as a volunteer in any setting• Minimum 18 years of age.• Completion of a reflective journal or project required as part of internship.• Strong interpersonal communications and organizational skills.• Strong computer skills; experience designing and developing highly interactive e-learning courseware using software such as RoboHelp, Articulate, Captivate, Trivantis, and/or Lectora, or comparable software a plus.• Must be able to commit to 12 weeks; approximately 40 hours/week; occasional weekend days may be required. |

Brookfield, Illinois 60513-0719 708.688.8400 www.CZS.org

Brookfield Zoo is owned by the Forest Preserve District of Cook County and managed by the Chicago Zoological Society.
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