



# CITY OF LOS ANGELES ZOO DEPARTMENT



## PART-TIME JOB BULLETIN

### LA ZOO PAID STUDENT INTERNSHIP PROGRAM STUDENT PROFESSIONAL WORKER (Peer Mentor for Conservation)

**SALARY** \$18.78 per hour

*(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)*

**SCHEDULE** This paid internship program is tentatively scheduled to run June 17 – August 9, 2024, 25 hours per week. Mandatory orientation is scheduled for June 17<sup>th</sup>, 18<sup>th</sup>, and 20<sup>th</sup>. Specific shift days and hours may vary but must be available Mondays, Tuesdays, Wednesdays, and Thursdays throughout the 2024 internship program.

**LOCATION** Los Angeles Zoo – 5333 Zoo Drive, Los Angeles, CA 90027  
Locations may also include Griffith Park or other City Department locations.

#### **DUTIES / JOB DESCRIPTION**

Peer Mentors should be familiar with the Zoo's Conservation Strategic Plan, which guides its conservation efforts and expands its positive impact over the next five years. Key to this CSP is an increasing focus on local conservation projects that engage our community members, improve native biodiversity, and help meet the goals of local stakeholders in Los Angeles.

Conservation Peer Mentors will help interns design and implement their summer projects that will add to the data to support restoration around the Zoo. Additionally, Peer Mentors will support interns in synthesizing data and creating their research posters to present at the final poster session.

This internship will provide opportunities to:

- Build on previous work or volunteer experience including:
  - Gain more career experience in zoo and/or conservation fields; and
  - Strengthen technical skills to conduct background research, data collection, and analysis.
- Gain leadership skills;
- Improve communication skills and develop skills for mentoring and coaching peer success; and
- Perform a valuable and respected community/university service.

#### **Position Expectations:**

- Serve as a liaison for intern feedback to instructor by acting as an advocate for the interests and needs of first-year interns;
- Meet regularly with staff mentors to prepare for each week's instructional materials;
- Ensure interns have the resources they need to complete their projects;
- Travel over uneven terrain up to 4 miles per day, sometimes transporting up to 15 pounds of supplies; and
- Work outside and in varied weather conditions.



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#### ELIGIBILITY

- Previous experience in a similar internship program where the applicant learned field research techniques, which they used to plan and complete ecological, conservation, or similar environmental research projects;
- Must be at least 18 years of age;
- Reside within the City of Los Angeles boundaries;
- Completion of the sophomore year by June 3, 2024, and continuing work toward a degree from a recognized four-year college or university; and
- For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at:  
[https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)

#### The Ideal Candidate Has:

- Interpersonal characteristics include approachability, dependability, flexibility, and good communication skills;
- Ability to model appropriate behavior, maintain confidentiality, and mentor first-year participants.

#### HOW TO APPLY

Interested candidates must email the following requirements to [lazoo.personnel@lacity.org](mailto:lazoo.personnel@lacity.org) with the subject line "**PEER MENTOR – CONSERVATION**" by **Tuesday, April 23, 2024**:

- [Los Angeles Zoo Application](#) (click the link and download for a fillable form);
- Resume or list of personal or professional experiences in written format;
- A cover letter, voice memo, or video detailing what interests you about being a peer mentor for this year's Paid Internship Program cohort, and what unique qualities or characteristics you possess that would support your role as a peer mentor;
- Official or unofficial college or university transcripts showing enrollment in the Spring 2024 quarter / semester.

*This is an at-will exempt intermittent position which can be terminated at any time without cause.*



# CITY OF LOS ANGELES ZOO DEPARTMENT



## OUR VISION

Creating a just and sustainable world where people and wildlife thrive, together.

## OUR MISSION

Through the passion of our team, the Los Angeles Zoo is leading the way in saving wildlife and connecting Angelenos to the natural world by providing exemplary animal care, delivering distinctive and diverse learning opportunities, and creating unforgettable experiences.

Saving Wildlife. Enriching Our Communities. Creating Connections to Nature.

## ABOUT THE ZOO

The Los Angeles Zoo property comprises 133 acres and is home to more than 2,200 mammals, birds, amphibians and reptiles representing more than 270 different species, 58 of which are endangered. In addition, the Zoo's botanical collection includes several planted gardens, over 800 different plant species and more than 7,000 individual plants.

The Zoo is owned and operated by the City of Los Angeles. The Zoo is operated and staffed by City employees as well as employees from its non-profit fundraising organization and concessionaire sub-contractor. In total, they represent approximately 350 full and part-time Zoo/City employees, and approximately 100 Zoo/City volunteers. The Zoo is open 363 days each year (closed Thanksgiving and Christmas days) and the annual attendance for the Zoo is approximately 1.5 million visitors.

On average, the Los Angeles Zoo and Botanical Gardens has almost 5,000 visitors a day with capacity days up to 10,000 or more visitors. The majority of our visitors are diverse families with young children. Throughout the year over 100,000 school group attendees also come to the Zoo.

The Zoo is a multi-faceted and unique work environment. The dynamic nature of Zoo operations requires flexible and motivated administrative staff who can work to address a multitude of issues. The ideal candidate for this position will be a versatile individual with interest and skills in business operations and administration, project management, and capital programming.

## COMMITMENT TO EQUITY

The Zoo Department is committed to equity in all forms, including a culture of respect among all employees as well as ensuring a welcoming and inclusive environment for all guests.

The Los Angeles Zoo strives to have a workforce that is representative of the diverse communities of Los Angeles and we encourage people of all backgrounds, including applicants who identify as Black, Indigenous, people of color, people with varying abilities, women and of the LGBTQAI+ communities, to apply.