



MELBOURNE • WERRIBEE • HEALESVILLE

## Victorian Secondary School Work Experience Placement 2022 Role Description - Melbourne Zoo

### Role Description

Work Experience Student will assist in the daily responsibilities of a Zookeeper. This may include manual work such as maintaining and cleaning enclosures, food preparation, routine health checks, and animal observation. They will also work with other teams that operate at Melbourne Zoo.

Students are placed under the supervision of several keepers in the following five departments: Australian Bush (native mammals and birds), Carnivores and Ungulates, Wild Sea, Primates, Reptiles, Invertebrates.

Students will experience departments on a rotating schedule throughout the week. Due to the nature of the role, there are few opportunities for animal contact.

*Note: Work Experience placements start at 9.00am on Monday, 7.20am Tuesday-Friday and all days conclude between 3.00-4.30pm.*

### Prerequisite/Eligibility:

- **Only ONE student application will be accepted per school for only ONE Zoo property (either Werribee Open Range Zoo, Melbourne Zoo or Healesville Sanctuary). Due to the overwhelming number of applications we ask the schools careers coordinators to select their most suitable candidate.**
- Students must be 15+ years of age at the time of their placement and currently enrolled in a Victorian Secondary School (State, Catholic or Independent). Interstate applications WILL NOT be considered and we recommend you contact a zoo in your state or territory.
- Students must provide their own appropriate clothing and footwear suitable for working outdoors in all weather conditions.
- Students must be able to perform physically demanding manual labouring duties and participate in all aspects of the week's placement.

### Placements:

- Secondary School work experience placement dates do not include Victorian Government School holiday periods.
- Students and Schools need to be flexible with placement dates offered as they may be outside of your schools preferred work experience placement dates. Attendance dates for the successful students will be available over each term.
- Careers coordinators must ensure when submitting a student, especially those from rural areas, that transportation and accommodation costs are taken into consideration.

### Selection Procedures:

- Applications must be submitted online by the student and their school careers teacher and will not be considered if they are faxed, emailed or posted to Zoos Victoria.
- Applications submitted by students cannot be considered without careers teacher endorsement.
- Note: Once you commence the online application process you CANNOT log out and get back in. The page will also timeout if left inactive for an extended period of time.



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## Cover-letter Format:

Please read and address the criteria below and attach this document as your cover letter.

1-page maximum, size 12 font.

At the beginning of your cover letter state at the following:

- Your name
- Your date of birth
- Your personal contact details (after hours phone number and email)
- Your current year level
- Your school's name/ address
- Your careers coordinators contact details (name, phone number and email)
- Please list **three** preferred weeks you would be able to do a placement. These must be during 2022 and outside of Victorian Government school holiday periods.

Ensure that you answer:

1. What is your experience (paid work and/or voluntary) involving: animals, conservation, environment and/ or sustainability?
2. What personal skills or attributes do you have that would make you suitable for working with animals in a conservation based organization?
3. Which career path might you choose after completing secondary school?
4. What are the two roles of Zoos within the community and why do you think Zoos are important?

## Resume Format:

This is not a standard resume.

Print and complete the **Department of Education and Training's Proposed Work Experience with Animals Form**.

This form should be completed by the student, signed by their parent or guardian and provided to the school's careers coordinator to enable them to make an informed decision about their suitability for work experience with animals.

If the careers coordinator is satisfied with the student's suitability, please sign, scan and attach form as a RESUME.

**Online application process opens Monday 21 March and closes at 5.00pm on Friday 8 April 2022.**

**Successful applicants will be notified in early Term 2 2022.**