INTERNSHIP DESCRIPTION

**Position Title:** Sustainability Intern

**Reports to:** Director of Education and Conservation, and Director of Guest Services

**Summary:** The intern will be working on auditing, planning and developing sustainability projects at the Indianapolis Zoo. They will have the ability to work on a variety of projects across the Zoo. Some of these areas will be in conjunction with guest services and focus on back of house areas while some will be in conjunction with facilities and focus on building/campus projects. Additionally, some projects will be focused on front of house areas that connect with our guests. The intern will be responsible for audits, research, data collection and solution development to help the Zoo move its sustainability program to the next level. The intern will be working on sustainability projects at the Indianapolis Zoo. They will have the ability to work on a variety of interesting environmental-related projects across the scope of our guest service and back of house areas. The intern will be responsible for a variety of division projects and support.

**Duties and Responsibilities:**
Typical tasks may include any or all of the following:
1. Support the Zoo’s mission of empowering people and communities, both locally and globally, to advance animal conservation.
2. Adheres to and promotes the ideals of the Zoo’s Wild U program by:
   Welcoming and engaging guests at all points of interaction;
   Inspiring guests to want to learn more, care more, and become involved in saving wildlife and wild places;
   Leading the pack in how to identify and implement tangible, memorable guest service;
   Deliver exemplary guest service in pursuit of the Zoo’s mission.
3. Perform audits, analyze collected data and compile detailed reports regarding improvements to sustainability efforts.
4. Participate in preparation of plans and reports for greenhouse gas emissions, hazardous waste, and on grounds sustainability projects and educations for guests
5. Assist with Phase I and II environmental assessments to support the Zoo.
6. Focus on Green Team project communication and delivery, taking direction primarily from both Directors who co-chair the Green Team.
7. Work within quality/budget/schedule expectations and scope-specific assignments.
8. Other duties are assigned

**Environmental Conditions:** Strong communication skills and visual acuity required. Attention to detail. Sufficient mobility and stamina required to spend long periods of time participating in on-grounds evaluations. Variable environmental conditions. Must follow Universal Precautions and Bloodborne Pathogens Guidelines.

**Compensation and Term:** Compensation will be in the form of a scholarship through the Indiana Sustainability Development Program. Upon placement, student will be required to attend the 3-day Boot camp sustainability May 18 – 20, 2020 and complete 40 hours per week for a 10-week period.

**Experience:** Ability to communicate ideas verbally and in writing. Ability to complete tasks independently. Strong organizational skills required. Comfortable talking with the public. Computer and word processing abilities required.

**Education:** Undergraduate or graduate degrees such Environmental Education, Environmental Law/Management or Sustainability preferred.

**Evaluation:** Upon placement, there may be a follow-up meeting with the Office of Volunteer Services to discuss the
progress of the internship at four weeks. There will be an exit interview upon completion of the internship for final evaluation.

**Application Instructions:** To apply for this position, complete an application on the Sustain IU website. If you have questions about the program or any of the jobs available, email Danni Schaust, ISDP Program Manager, at danmcphe@iu.edu. Applications will be accepted on a rolling basis (first come, first serve) until Friday, February 28, 2020.

The Indianapolis Zoo reserves the right to rescind an offer at any time for any reason prior to the start date. The internship relationship may be amended by the Office of Volunteer Services at any time.

I have read, understand, and accept the requirements of this internship. I also understand that signing this document is by no means a guarantee of selection for the internship.

_____________________________  ________________  _______________________
Intern Candidate Signature    Date                 Interviewer’s Signature

_____________________________  _______________________
Intern Candidate Printed Name  Interviewer’s Printed Name
12/2019