



**Cheyenne Mountain Zoo  
Animal Department Program  
Internship Position Description**

**Internship Fee: \$505.00 / \$305.00**

**Department:** Animal Area

**Principal Function:**

To learn how to provide the highest quality care and husbandry of the animals in the area to which they are assigned. To learn how to educate, entertain and provide exemplary guest service experiences to all zoo guests through various programs, activities and continuous guest interaction.

**Fee:** Since we approach our internships as enrollment into a learning institution, certain fees apply. The cost of an internship is \$505.00 between March 1<sup>st</sup> and August 31<sup>st</sup>. Internships are offered at a discounted rate at \$305.00 between September 1<sup>st</sup> and February 28<sup>th</sup>. *This includes a zoo membership that is valid through the duration of your internship, and includes all the benefits that come with the membership (e.g.: free admission to the zoo on your days off, discounts on zoo programs, etc.)* Please consult your career counselor at your school to inquire about receiving academic credit for your internship.

**Supervision:**

Reports to Animal Keepers in the Area interns are assigned. Animal Keepers report to Animal Supervisor.

**Major Responsibilities:**

- Each internship consists of 360 hours for each semester. These hours **MUST** be completed within the season for which the student is registered for that specific internship. Incomplete hours will reflect in final grade.
- Each intern works a minimum of 3 days per week
- Punctuality- Must be on time to assigned shift and location
- Intern will be in uniform and wear a nametag while on Zoo grounds. Appropriate footwear is required. Appropriate outerwear is required for all the weather conditions: rain, snow, wind, hail, etc.
- Must be able to lift and carry 50-70 lbs. with reasonable assistance
- Must be able to stand for long periods of time
- Must be able to move quickly to avoid obstacles, climb fences and hills
- Provide a safe environment for the animals, themselves, keepers and guests by identifying, fixing or reporting potential safety hazards
- Interact professionally and positively with guests and share CMZ messages
- The following is a list of subjects the intern may learn during an internship:
  - Animal observations
  - Animal records
  - Preparing and distributing diets
  - Cleaning animal enclosures, public areas, service areas
  - Protocols, policies and procedures
  - Refurbishing and renovating exhibits
  - Preparing & administering medications and/or supplements

- Training & enrichment
  - Observations of Veterinary procedures
  - Making presentations to Zoo guests and/or staff
- Throughout the internship, interns may be asked to perform other duties as assigned which are not outlined in this intern description
  - Must follow and abide by all rules enforced through the Cheyenne Mountain Zoo Intern Handbook

**Other Required Skills:**

- Communication skills for effective working relationships with all Zoo staff and Zoo guests
- Writing skills to effectively communicate through dailies and other pertinent paperwork
- Ability to work as an effective team member
- Ability to work alone with minimal supervision
- Ability to follow written and verbal instructions
- Ability to remain calm and think rationally under pressure
- Ability to increase speed of work pace throughout duration of internship
- Ability to pay great attention to detail
- Ability to be flexible when changes occur

**Pre-requisites:**

- Negative Tuberculosis test prior to start date
- Background Check
- CMZ Animal Department Program Application- CMZ approval
- CMZ Animal Department Program Questionnaire- CMZ approval
- Resume



## **Cheyenne Mountain Zoo Intern Attendance Policy**

- Each internship consists of 360 hours for each semester.
- Interns must work a minimum of 24 hours per week.
- Incompletion of hours will reflect final grade. Multiple absences can affect your grade or result in termination of internship.
- Notification of absenteeism or tardiness is mandatory.
- Absences may be made up with approval from CMZ
- Interns should let keepers know of any prior planned absences and make arrangements to make up these days within one week of the days missed.
- Calling in sick, interns must call the Zoo at 8am and speak with the Receptionist at BASE. The phone number to the Zoo is #719/633-9925. If a Supervisor is not available to speak with them, they should leave their name, area they are supposed to be working, and reason they are calling in with the Receptionist. BASE will notify the appropriate area.



## Cheyenne Mountain Zoo Animal Department Intern Supplies List

### **Required:**

#### Winter

- Clothes – layers
  - Warm jacket, hat, gloves
  - Khaki, green or brown work pants. (Canvas would be better than cotton for warmth, also dries faster if wet...)
  - Solid color, CMZoo or animal related shirts
  - Solid color, CMZoo or animal related sweatshirt
    - \*\*Note to Asian Highlands interns: buildings are kept at 50-55 degrees! Brrr!
- Proper Boots
  - Hiking or snow boots with good traction/insulation

#### Summer

- Clothes
  - Layers are always good!
  - Khaki, green, brown work pants or shorts. (Canvas is ideal over cotton)
  - Solid color, CMZoo or animal related shirts/sweatshirts
  - Sweatshirt or rain jacket
- Shoes – closed toe

### **Optional:**

- Ice cleats (winter)
- Multi-tool
- Neoprene gloves
- Ear plugs (Monkey Pavilion Interns)
- Muck Boots

### **Name Tags:**

- CMZ will provide one name tag to you
- Make sure your name tag is visible when you are on Zoo grounds
- It is part of your uniform!

**\*\*All clothes and boots need to be “dirt/meat” resistant or old (but neat) so you will not be concerned about getting dirty. \*\***



## Cheyenne Mountain Zoo

### Animal Areas

#### **African Rift Valley 1**

Learn about a wide variety of different taxa, all focused on African species. From daily keeper talks and interactive shows, to an extensive enrichment and training schedule for the animals, there will be ample opportunity to gain knowledge about the many aspects of being an animal keeper.

Primary Conservation track – CMZ supports Vulpro, an African Vulture conservation organization; learn about this wonderful group in South Africa and what you can do to help vultures!

Animals include: zebra, meerkats, Colobus monkeys, rock hyrax, Red River hogs, Cape porcupine, Griffon vultures, ground hornbills, crowned cranes, guinea fowl, African grey parrot, Spurred tortoises, leopard tortoise and hissing cockroaches

#### **African Rift Valley 2**

Learn all about the world's tallest mammal and their only living family member, the okapi, as well as have the opportunity to learn more about the largest cat in Africa, the African lion. Through this internship there is an opportunity to see how the animals are trained on a daily basis and how that training is beneficial to their daily husbandry and care.

Primary Conservation track – CMZ works in Uganda and Kenya with Giraffe Conservation Foundation and through our Quarters for Conservation program has funded many conservation efforts for the giraffe. Learn more about how you can help save this iconic African species!

Animals include: giraffe, okapi, African Lions

#### **Wilgruen's Elephant Barn**

Learn more about the world's largest land mammal as well as the critically endangered black rhino. This internship has a strong emphasis on the extensive care that the animals receive on a daily basis.

Primary Conservation track – Tsavo Trust is a conservation organization in Kenya that CMZ is supporting through our elephant & rhino feeding experience as well as through our Quarters for Conservation program. Learn more about the work they do during your internship.

Animals include: African elephant, black rhino

#### **Rocky Mountain Wild/ Asian Highlands**

Learn about animals that currently, or historically, live in the Rocky Mountains as well as a variety of cat species that roam the mountains of Asia. During this internship a variety of skill sets can be grown through keeper talks, enrichment, and training for a variety of taxa.

Primary Conservation track – CMZ supports the Amur Leopard and Tiger Alliance (ALTA); opportunities to learn more about their work in Russia and China throughout your internship. You will also learn about North

American species and the threats that they face, as well as what we can do to help these species in our own backyards.

Animals include: mountain lions, Canada lynx, moose, Mexican gray wolves, grizzly bears, North American river otters, bald eagles, hooded merganser ducks, North American porcupines, Rio Grande turkeys, red-tailed hawk, Swainson's hawk, Amur tigers, Amur leopards, snow leopard, Pallas cats

### **Primate World**

Learn about primates, from the tiny golden-lion tamarins to the large great apes!. Being highly intelligent animals, it is important that we keep our primates busy and their minds engaged; this internship offers a chance to see how our keepers achieve this goal through diet prep, training, and enrichment.

Primary Conservation track – Palm oil plantations affect many species in Asia. CMZ is a member of The Round Table for Sustainable Palm Oil (RSPO); learn about how you can support sustainable palm oil production.

Animals include: Western lowland gorilla, Bornean orangutan, Sumatran orangutan, siamang gibbon, golden lion tamarin, naked mole rat

### **Monkey Pavilion**

Learn about a variety of primates, as well as other taxa, in this area. From the critically endangered South American mountain tapir to the Asiatic black bear, and many species in between. There will be many opportunities to expand on the skills necessary to care for an array of different types of animals.

Primary Conservation track – The Forest Stewardship Council certifies wood products and well managed forests; learn about how this affects every forest-dwelling species on earth. CMZ also supports mountain tapir conservation under the umbrella of the Andean Bear Foundation and has sent staff to work in Ecuador with the local conservationists to help this endangered species.

Animals include: ring-tailed lemurs, black and white ruffed lemurs, white-cheek gibbons, lar gibbons, black howler monkeys, black mangabeys, Wolf's guenon, Goeldi's marmosets, Geoffroy's marmosets, Hoffman's two-toed sloths, coatimundi, Asiatic black bear, mountain tapir, and Rocky Mountain goats

### **Australia and Scutes Family Gallery**

Learn how to care for marsupials, birds, and reptiles in this area. The reptile building is designed with the goal of helping people overcome fears of reptiles, and through its unique design and the layout of the area, interaction with the public is key to this internship.

Primary Conservation track – Help guests of the Zoo understand why reptiles are important and what we can do to protect them in the wild. This area has many opportunities for guest interaction and developing skills that will help engage the public, an essential skill set for every aspiring animal care professional.

### Animals include:

*Australia* - Matschie's tree kangaroo, Bennett's wallaby, emu, budgerigar, cockatiels, princess parrot, White's tree frog, thorny devil stick bugs

*Scutes Family Gallery* - Variety of non-venomous snakes and lizards, including but not limited to, Burmese pythons, variety of king snakes & rat snakes, red tegu, American alligator, as well as a variety of turtle & tortoise species.

### **Other Areas**

**Registrar:** The intern will be given an overview of records and permits required for Zoological operations. Additionally, a project will be assigned for data collection, most likely from historic animal records. Depending upon the scope of the data retrieved, the data may be organized into spreadsheet(s), WORD document or directly into the animal record database. The project may be one designated of high immediate need for husbandry reasons at the time of the internship, or be of general husbandry importance to mine historic data for trends and information. Interests and background of the individual intern will be taken into consideration.

**Commissary:** Have you ever wondered about what all goes into ensuring that the entire Zoo animal department has all the supplies they need? Cleaning supplies, animal food, and enrichment are just a few things to keep track of here. The Commissary keeper is a key position at every Zoo and is a great way to learn about a variety of species needs.



**Cheyenne Mountain Zoo  
Animal Department Program Application**

Date application submitted: \_\_\_\_\_

Last Name: \_\_\_\_\_ FirstName: \_\_\_\_\_ M.I. \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZipCode: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Birthday day: \_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_

If over 18 years of age or older. you may be asked for approval from CMZ to obtain a background check. Are you okay with this? Yes \_\_\_\_\_ No \_\_\_\_\_

**Emergency contact information:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Education:**

High School: \_\_\_\_\_ City and State \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

College: \_\_\_\_\_ City and State \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

Other: \_\_\_\_\_ City and State \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

**How were you referred to Cheyenne Mountain Zoo?**

\_\_\_\_\_

Area being requested: \_\_\_\_\_

When would you be able to begin your internship? \_\_\_\_\_

Day(s) and Time(s) available \_\_\_\_\_



List any internship begun or completed at Cheyenne Mountain Zoo.

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List any professional organizations you are affiliated with that may relate to Cheyenne Mountain Zoo:

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**References:**

List a personal reference:

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

List a professional reference:

Full Name: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Fee (total):**

**March 1<sup>st</sup> - August 31<sup>st</sup> \$505 OR September 1<sup>st</sup> - February 28<sup>th</sup> \$305**

*(remainder due prior to start date)*

**Deposit: \$100 (due upon acceptance in order to hold position)**

**Background Check (separate fee): \$35**

**AFFIDAVIT, CONSENT AND RELEASE**

Please read each statement carefully before signing

I certify that all information provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration for any Cheyenne Mountain Zoo Programs.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a decision in the acceptance to a program. I release such persons and organizations from any legal liability in making such statements.

I understand that this application does not guarantee a confirmation of any program at Cheyenne Mountain Zoo.

I understand that some programs require a questionnaire to be completed along with this application before being accepted for review.

I understand that some programs are very competitive and all who are interested may not be accepted.

I understand and agree to pay a fee that may be attached to the program being requested.

I understand that Cheyenne Mountain Zoo has the right to discontinue any program if rules and guidelines are not followed throughout the duration of program.

I understand that this is an unpaid internship and will not receive any monetary compensation for this position.

I have read, understand, and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Cheyenne Mountain Zoo  
Animal Department Program Questionnaire**

*Answers must be handwritten on a separate page and returned with application.*

1. Why do you want to participate in this program?
2. What do you expect to gain from this experience?
3. What are your future goals? (short term & long term)
4. List any pertinent past experiences.
5. Describe your first animal experience that has defined your life.
6. What would motivate you to stay in an animal related or zookeeping field?
7. From what you know about Cheyenne Mountain Zoo, can you name one thing you feel the Zoo does really well? Can you name one thing you feel the Zoo could improve on? What would be your solution to the improvement you feel needs to be made?
8. With most Zookeeping positions, exposure to euthanasia of feeder animals will occur. How do you feel about this?
9. Why do you think Zoos are important to have?
10. After reading the intern position description and duties that are involved, is there any reason that you would not be able to perform all duties required of the internship?