



# VOLUNTEER OPPORTUNITIES AT THE NEWPORT AQUARIUM



## THE WAVE FOUNDATION SERVES AS AND IS COMMITTED TO:

- WELFARE OF AQUATIC ANIMALS AND NATURAL RESOURCES
- ADVOCATE OF CONSERVATION
- VOICE OF THE COMMUNITY
- EDUCATION AND VOLUNTEER PURSUITS

THE WAVE FOUNDATION BEGAN MAY 1999, ALONG WITH THE GRAND OPENING OF THE NEWPORT AQUARIUM. ON AUGUST 23, 1999 THE VOLUNTEER PROGRAM BEGAN WITH LOCAL SUPPORT. VOLUNTEERS BEGAN INTERPRETING IN THE KINGDOM OF PENGUINS AND NOW SERVE IN ALL THE GALLERIES. THE WAVE FOUNDATION CONTINUES TO FOCUS ON ENHANCING THE EXHIBITS AND GUEST EXPERIENCE.

### VOLUNTEER OPPORTUNITIES

- SUMMER NATURALIST** - JUNIOR VOLUNTEERS (RECEIVED BY MARCH 15TH OF YEAR APPLYING)  
THE SUMMER NATURALIST PROGRAM IS FOR HIGH SCHOOL STUDENTS AGES 14 TO 17 YEARS OLD. THESE JUNIOR VOLUNTEERS HELP INTERPERET EXHIBITS AND EDUCATE GUESTS VISITING THE AQUARIUM. APPLICANTS MUST COMMIT TO A MINIMUM OF 100 HOURS OF SERVICE FROM MAY THROUGH LABOR DAY. THE STUDENT MUST SUBMIT A LETTER OF RECOMMENDATION FROM A TEACHER, MENTOR, OR OTHER ADULT SPONSOR (OTHER THAN A PARENT) WITH THIS APPLICATION.
- EXHIBITS INTERPRETER**  
THESE VOLUNTEERS WORK ON THE EXHIBIT FLOOR EDUCATING THE GUESTS ABOUT THE ANIMALS AND ENHANCE THE GUEST EXPERIENCE WHILE STRESSING THE NEED FOR CONSERVATION.
- DIVER**  
VOLUNTEER DIVERS PERFORM A VARIETY OF DUTIES INCLUDING MAINTAINING EXHIBIT APPEARANCE, FOOD PREPARATION, AND FEEDING OF THE FISH. THE APPLICANT MUST MEET THE FOLLOWING REQUIREMENTS: 18 YEARS OF AGE, ADVANCED OPEN WATER CERTIFICATE, WRITTEN ASSESSMENT, BUOYANCY ASSESSMENT, AND INTERVIEW. APPLICANT WILL SUBMIT THEIR DIVE RESUME WITH THIS APPLICATION, ALONG WITH FIRST AID & CPR CERTIFICATION, AND WILL BE CONTACTED WHEN THE NEXT ASSESSMENTS ARE SCHEDULED.
- OFFICE ASSISTANT**  
THESE VOLUNTEERS ASSIST OUR MARKETING, EDUCATION AND VOLUNTEER DEPARTMENTS WITH MAILINGS, PROMOTIONS, AND OTHER OFFICE WORK.
- HUSBANDRY INTERNSHIP**  
COLLEGE STUDENTS COMMIT TO VOLUNTEERING 120 HOURS AND RECEIVE ACADEMIC CREDIT. STUDENTS WILL NEED TO SUBMIT AN ADDITIONAL APPLICATION TWO MONTHS PRIOR TO THE START OF THEIR SEMESTER. THERE IS AN ADVISOR PORTION TO BE FILLED OUT.
  - ANIMAL HUSBANDRY INTERN** - HANDS-ON EXPERIENCE IN THE FIELD OF EXOTIC ANIMAL CARE
  - WATER QUALITY INTERN** - MONITORING AND CORRECTING AQUATIC ENVIRONMENTS
  - ENVIRONMENTAL INTERN** - RESEARCH EXPERIENCE IN CREATING EDUCATIONAL GRAPHICS
- HUSBANDRY VOLUNTEER**  
THESE VOLUNTEERS ASSIST OUR BIOLOGISTS WITH FOOD PREP AND MAINTENANCE AS WELL AS IN THE WATER QUALITY LAB. THESE POSITIONS ARE USUALLY FULL AND WILL HAVE A WAITING LIST.

### VOLUNTEER BENEFITS

DISCOUNTS AT CAFÉ, GIFT SHOP, CANDY STORE & DIVE SHOP - SCUBA UNLIMITED  
 AQUAVERSITY LECTURE SERIES & QUARTERLY SOCIAL EVENTS  
 SUBSCRIPTION TO THE BARNACLE CHRONICLE NEWSLETTER  
 FREE PARKING DURING YOUR VOLUNTEER SHIFT  
 FREE AQUARIUM ADMISSION WITH ACTIVE VOLUNTEER STATUS AND SO MUCH MORE!!!

**THIS SHEET IS INTENDED FOR YOU TO KEEP FOR REFERENCE**



# AQUARIUM VOLUNTEER APPLICATION



PLEASE RETURN COMPLETE APPLICATION TO:  
NEWPORT AQUARIUM, VOLUNTEER SERVICES, ONE AQUARIUM WAY  
NEWPORT, KY 41071 (859)815-1441

PERSONAL INFORMATION			
LAST NAME	FIRST NAME	MIDDLE NAME	SOCIAL SECURITY NUMBER - -
STREET ADDRESS			TELEPHONE NUMBER - HOME ( ) -
CITY	STATE	ZIP CODE	<input type="checkbox"/> CELLULAR <input type="checkbox"/> PAGER ( ) -
EMAIL ADDRESS			TELEPHONE NUMBER - WORK ( ) -
ARE YOU AT LEAST 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO		TEENS: ARE YOU AT LEAST 14 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU APPLIED AT NEWPORT AQUARIUM BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO    IF YES, WHEN:    /    /			
HOW WERE YOU REFERRED TO THE NEWPORT AQUARIUM? <input type="checkbox"/> ADVERTISEMENT <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> WEBSITE <input type="checkbox"/> BROCHURE <input type="checkbox"/> OTHER			
HOW DID YOU HEAR ABOUT US?			
HAVE YOU EVER BEEN CONVICTED OF A FELONY? (A CONVICTION WILL NOT NECESSARILY BAR ACCEPTANCE TO THE PROGRAM) IF YES, EXPLAIN: <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF ACCEPTED INTO THE VOLUNTEER PROGRAM, DO YOU HAVE RELIABLE TRANSPORTATION TO AND FROM THE AQUARIUM? <input type="checkbox"/> YES <input type="checkbox"/> NO			
VOLUNTEER POSITIONS			

PLEASE CHECK THE BOX BESIDE THE POSITION FOR WHICH YOU ARE APPLYING AND MEET THE REQUIREMENTS:

- SUMMER NATURALIST** - JUNIOR VOLUNTEERS (RECEIVED BY MARCH 15TH OF YEAR APPLYING)  
THE SUMMER NATURALIST PROGRAM IS FOR HIGH SCHOOL STUDENTS AGES 14 TO 17 YEARS OLD. THESE JUNIOR VOLUNTEERS HELP INTERPRET EXHIBITS AND EDUCATE GUESTS VISITING THE AQUARIUM. APPLICANTS MUST COMMIT TO A MINIMUM OF 100 HOURS OF SERVICE FROM MAY THROUGH LABOR DAY. THE STUDENT MUST SUBMIT A LETTER OF RECOMMENDATION FROM A TEACHER, MENTOR, OR OTHER ADULT SPONSOR (OTHER THAN A PARENT) WITH THIS APPLICATION.
- EXHIBITS INTERPRETER**  
INTERPRETERS WORK ON THE EXHIBIT FLOOR TEACHING THE GUESTS ABOUT THE ANIMALS. THESE VOLUNTEERS ENHANCE THE GUESTS EXPERIENCE WHILE STRESSING THE NEED FOR CONSERVATION.
- VOLUNTEER DIVER**  
VOLUNTEER DIVERS PERFORM A VARIETY OF DUTIES INCLUDING MAINTAINING EXHIBIT APPEARANCE, FOOD PREPARATION, AND FEEDING OF THE FISH. THE APPLICANT MUST MEET THE FOLLOWING REQUIREMENTS: 18 YEARS OF AGE, ADVANCED OPEN WATER CERTIFICATE, WRITTEN ASSESSMENT, BUOYANCY ASSESSMENT, AND INTERVIEW. APPLICANT WILL SUBMIT THEIR DIVE RESUME WITH THIS APPLICATION, ALONG WITH FIRST AID & CPR CERTIFICATION, AND WILL BE CONTACTED WHEN THE NEXT ASSESSMENTS ARE SCHEDULED.
- OFFICE VOLUNTEER**  
THESE VOLUNTEERS ASSIST OUR MARKETING, EDUCATION AND VOLUNTEER DEPARTMENTS WITH MAILINGS, PROMOTIONS, AND OTHER CLERICAL SUPPORT.
- HUSBANDRY INTERNSHIP**  
INTERNS ARE COLLEGE STUDENTS WHO COMMIT TO VOLUNTEERING 120 HOURS TO RECEIVE ACADEMIC CREDIT. STUDENTS NEED TO SUBMIT AN ADDITIONAL APPLICATION TWO MONTHS PRIOR TO THE START OF THEIR SEMESTER.
  - ANIMAL HUSBANDRY INTERN** - HANDS-ON EXPERIENCE IN THE FIELD OF EXOTIC ANIMAL CARE
  - WATER QUALITY INTERN** - MONITORING AND CORRECTING AQUATIC ENVIRONMENTS
  - ENVIRONMENTAL INTERN** - RESEARCH EXPERIENCE IN CREATING EDUCATIONAL GRAPHICS
- HUSBANDRY VOLUNTEER**  
THESE VOLUNTEERS ASSIST OUR BIOLOGISTS WITH FOOD PREP AND MAINTENANCE AS WELL AS IN THE WATER QUALITY LAB. THESE POSITIONS ARE USUALLY FULL AND WILL HAVE A WAITING LIST.

EDUCATION			
NAME OF SCHOOL	PRESENT GRADE	DEGREE	COURSE OF STUDY
HIGH SCHOOL	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> DIPLOMA <input type="checkbox"/> G.E.D.	
COLLEGE	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> AA <input type="checkbox"/> BS <input type="checkbox"/> PHD <input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> OTHER	
OTHER	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> AA <input type="checkbox"/> BS <input type="checkbox"/> PHD <input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> OTHER	

EMPLOYMENT INFORMATION				
<input type="checkbox"/> EMPLOYED	<input type="checkbox"/> UNEMPLOYED	<input type="checkbox"/> RETIRED	<input type="checkbox"/> STUDENT	<input type="checkbox"/> OTHER
EMPLOYER				
YOUR TITLE				
WORK ADDRESS				
CITY, STATE ZIP				
WORK PHONE				
MY EMPLOYER OFFERS A DONATION MATCHING PROGRAM				
				<input type="checkbox"/> YES <input type="checkbox"/> NO
SEND EMPLOYER A LETTER OF THANKS FOR YOUR VOLUNTEER CONTRIBUTION?				
				<input type="checkbox"/> YES <input type="checkbox"/> NO
SEND TO THE ATTENTION OF				

**CHECK ALL SKILLS IN WHICH YOU ARE PROFICIENT**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> ACCOUNTING     | <input type="checkbox"/> COPYWRITING         | <input type="checkbox"/> HUMAN RESOURCES     | <input type="checkbox"/> PUBLIC SPEAKING    |
| <input type="checkbox"/> ACTING         | <input type="checkbox"/> DATA ENTRY          | <input type="checkbox"/> ILLUSTRATION        | <input type="checkbox"/> RESEARCH           |
| <input type="checkbox"/> ADMINISTRATIVE | <input type="checkbox"/> DESKTOP PUBLISHING  | <input type="checkbox"/> INFORMATION SYSTEMS | <input type="checkbox"/> STORYTELLING       |
| <input type="checkbox"/> ANIMAL CARE    | <input type="checkbox"/> ELECTRICAL          | <input type="checkbox"/> MANAGEMENT          | <input type="checkbox"/> TEACHING/LECTURING |
| <input type="checkbox"/> AUDIO VISUAL   | <input type="checkbox"/> EXHIBIT DEVELOPMENT | <input type="checkbox"/> PHOTOGRAPHY         | <input type="checkbox"/> WEB DESIGN         |
| <input type="checkbox"/> BIRD CARE      | <input type="checkbox"/> FISH CARE           | <input type="checkbox"/> PLANT HORTICULTURE  | <input type="checkbox"/> WRITING/EDITING    |
| <input type="checkbox"/> CARPENTRY      | <input type="checkbox"/> GRAPHIC DESIGN      | <input type="checkbox"/> PUBLIC RELATIONS    | <input type="checkbox"/> OTHER              |

PLEASE LIST ANY SPECIALIZED TRAINING, CERTIFICATIONS, LICENSES, FOREIGN LANGUAGES, ETC

PLEASE LIST ANY EXTRA-CURRICULAR ACTIVITIES, CLUBS, VOLUNTEER WORK, HOBBIES, ETC

AVAILABILITY		
DATE YOU ARE ABLE TO START	LAST DAY OF SCHOOL	FIRST DAY OF SCHOOL
/ /	/ /	/ /

**PLEASE INDICATE EACH TIME AND DAY YOU ARE ABLE TO VOLUNTEER**

**THE NEWPORT AQUARIUM IS OPEN 365 DAYS A YEAR**

SUMMER SEASON (MEMORIAL DAY WEEKEND - LABOR DAY WEEKEND)

	MON	TUES	WED	THURS	FRI	SAT	SUN
9:30AM - 1:00PM							
12:30PM - 4:00PM							
3:30PM - 7:15PM							
7:00PM - 11:00 PM *							

OFF SEASON (LABOR DAY WEEKEND - MEMORIAL DAY WEEKEND)

	MON	TUES	WED	THURS	FRI	SAT	SUN
9:30AM - 2:00PM							
1:30PM - 6:15PM							
7:00PM - 11:00 PM *							

\* = Special Events

**QUESTIONS**

WHY ARE YOU INTERESTED IN VOLUNTEERING AT NEWPORT AQUARIUM? \_\_\_\_\_

HAVE YOU VOLUNTEERED BEFORE?       NO     YES ~ WHERE? \_\_\_\_\_

HOW MANY MONTHS/YEARS DID YOU VOLUNTEER? \_\_\_\_\_

WHY DID YOU LEAVE? \_\_\_\_\_

WHAT DID YOU LIKE MOST ABOUT VOLUNTEERING? \_\_\_\_\_

WHAT DID YOU LIKE LEAST ABOUT VOLUNTEERING? \_\_\_\_\_

WHAT DO YOU EXPECT TO GAIN FROM YOUR COMMITMENT AS A VOLUNTEER AT THE NEWPORT AQUARIUM?

WHAT QUALITIES DO YOU HAVE THAT WOULD MAKE YOU A GOOD CHOICE FOR OUR VOLUNTEER PROGRAM?

**QUESTIONS (CONTINUED)**

DESCRIBE ANY PREVIOUS WORK EXPERIENCE THAT MAY BE RELEVANT TO THE VOLUNTEER POSITION(S) FOR WHICH YOU ARE APPLYING:

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WHAT WERE YOUR RESPONSIBILITIES? \_\_\_\_\_

HOW MANY MONTHS/YEARS DID YOU WORK IN THIS POSITION? \_\_\_\_\_

**SIGNATURE**

I CERTIFY THAT THE INFORMATION GIVEN IN THE VOLUNTEER APPLICATION IS TRUE AND CORRECT, AND HAS BEEN GIVEN VOLUNTARILY. I UNDERSTAND THAT THIS INFORMATION MAY BE DISCLOSED TO ANY PARTY WITH LEGAL AND PROPER INTEREST, AND I RELEASE THE ORGANIZATION FROM ANY LIABILITY WHATSOEVER FOR SUPPLYING SUCH INFORMATION. I UNDERSTAND THAT I WILL NOT BE PAID FOR MY SERVICES AS A VOLUNTEER AT NEWPORT AQUARIUM.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**PARENT OR GUARDIAN ACKNOWLEDGEMENT**

I HAVE READ AND UNDERSTAND THIS APPLICATION AND I GIVE MY CHILD PERMISSION TO BE A VOLUNTEER AT THE NEWPORT AQUARIUM. I ACCEPT FULL RESPONSIBILITY FOR MY CHILD'S PARTICIPATION IN THIS PROGRAM. ADDITIONALLY, I CONSENT TO EMERGENCY MEDICAL ATTENTION IN THE EVENT I CANNOT BE REACHED.

SIGNATURE OF PARENT: \_\_\_\_\_ DATE: \_\_\_\_\_

**VOLUNTEER BENEFITS**

DISCOUNTS AT CAFÉ, GIFT SHOP, CANDY STORE & DIVE SHOP - SCUBA UNLIMITED  
AQUAVERSITY LECTURE SERIES & QUARTERLY SOCIAL EVENTS  
SUBSCRIPTION TO THE BARNACLE CHRONICLE NEWSLETTER  
FREE PARKING DURING YOUR VOLUNTEER SHIFT  
FREE AQUARIUM ADMISSION WITH ACTIVE VOLUNTEER STATUS AND SO MUCH MORE!!!

**INTERNAL USE ONLY**

CONTACTED FOR INTERVIEW

SCHEDULED FOR ORIENTATION

- BET COMPLETE
- AET I COMPLETE
- AET II COMPLETE
- AET III COMPLETE

COMPLETED:

COMPLETED:

- SCHEDULED 8 HOURS PER MONTH