

Volunteer Career Experiences Internship and Practicum Area Descriptions



Events:

The Events Volunteer will assist in the planning, production, and execution of Sunset Zoo events and rentals in collaboration with the Friends of Sunset Zoo (FOSZ), Sunset Zoo staff, and community partners. These events may include planning for, but are not limited to, Brew at the Zoo, Water Safari & Water Matters Day and all facility rentals (ex. Birthday parties, weddings, and meetings). Volunteers will also develop and complete a primary project that will enhance zoo operations and/or knowledge. All Career Experience Volunteers must be proactive in the development of a personal project that supports zoo goals and will continue to benefit the zoo upon completion of term.

Major Duties and Responsibilities:

- Coordinate logistics for events including securing location, room set-up, audio/visual needs, food/beverage, and room tear-down.
- Assist in event development, solicit sponsors and vendors, create and coordinate the distribution of promotional materials.
- Work closely with the Marketing Intern to create event signage and promotional materials (directional, sponsorship, event flyers, social media posts).
- Aid with creating internal and external timelines.
- Attend event meetings with Marketing/Event Sales Coordinator.

Requirements:

- At least 18 years of age
- Possess a valid driver's license
- Currently enrolled in college and have completed at least 15 hours or be a recent graduate, within the last 2 years.
- Participants must be able and willing to work weekends and holidays.
- Be proficient in the English language