

**Keep this page. Please do not send it back with your application. It has important information you will need.**



New England Aquarium

Thank you for your interest in the New England Aquarium Summer Teen Program. Please review all of the materials included in the application before sending it in. We expect over 300 teens to request applications for the summer jobs at the New England Aquarium, which means that there will be tough competition for the jobs we have available. In order to have a strong application, we recommend considering the following five steps:

## **1) Register with your City (if you don't do this, we can't hire you):**

### **If you live in Boston...**

In order to be eligible for this program, you must register for the Mayor's Boston Youth Fund Summer Jobs Program. Go online or call the Hopeline at 617. 635. HOPE. The Hopeline is open:

Click on the summer jobs link at [www.cityofboston.gov](http://www.cityofboston.gov) 24 hours a day  
February 19<sup>th</sup> – March 19<sup>th</sup>.

### **OR CALL**

Tuesday February 19<sup>th</sup> between 10am and 2pm – FEB. VACA

Wednesday February 20<sup>th</sup> between 10am-2pm - FEB. VACA

Thursday February 21<sup>st</sup> between 10am-2pm - FEB. VACA

Tuesday February 26<sup>th</sup> between 4pm-8pm      SCHOOL WEEK

### **If you live in Cambridge...**

In order to be eligible for this program, you must register for the Mayor's Summer Youth Employment Program. Download an application at [www.cambridgema.gov](http://www.cambridgema.gov) or call the Cambridge Office of Workforce Development at 617.349.6234 for details on how to register. Please note applications will not be available until April 30<sup>th</sup>.

**2) First read, then complete the entire application, following all directions carefully.**

**3) Choose an adult reference who knows you well - not a parent, other relative, or friend your age.**

**4) Mail or hand-deliver (do not fax) your application in by the March 31, 2008 5pm deadline in order to be eligible for an interview. The earlier we receive your application - the better.**

**We hope to have all positions filled by the April school vacation week.  
Please note that no applications will be accepted after March 31<sup>st</sup> – sorry no exceptions.**

We look forward to receiving your application.

Jenna Sigman  
Supervisor of Teen programs

Teen Line: 617.973.6745  
youthprog@neaq.org



**Summer 2008 Teen Intern Application**

Please be sure that all questions are answered in pen or typed. Failure to answer all questions will delay the status of your application. If a question does not pertain to you, please write N/A (for "not applicable") in the space provided.

**To apply to the Teen Internship Program, you must:**

- Be a resident of the City of Boston OR the City of Cambridge
- If you live in Boston you need to be 15 by July 6, 2008 and you cannot turn 18 before August 15, 2008
- If you live in Cambridge you need to be 14 by July 2, 2008 and you cannot turn 19 before August 10, 2008
- Be registered with your City (see introduction letter for more details)

**PART 1: APPLICANT INFORMATION** Today's Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
Last First Middle Initial

Mailing Address: \_\_\_\_\_ Apt : \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Alternate phone & please specify whose phone it is (ex. Mom's cell): \_\_\_\_\_

Where is the best place to leave messages for you? Please choose one:  Home phone  Alternate phone. We will call you to schedule an interview.

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Gender: \_\_\_\_\_ U.S. Citizen?  yes  no HOPELINE #(if Boston resident) \_\_\_\_\_

High School: \_\_\_\_\_

Current Grade in School (example: 10<sup>th</sup>): \_\_\_\_\_ Expected Year of Graduation: \_\_\_\_\_

Please list all the languages you speak **fluently** except English: \_\_\_\_\_

*Please check the one that most accurately describes your ethnic background (this is optional):*

- African-American/Black  Asian/Asian-American  Caucasian/White  Hispanic/Latino  Native American  
 Haitian- American  Cape-Verdean – American  Multi-racial  Other \_\_\_\_\_

Have you ever been convicted of a felony?  yes  no Answering yes does not necessarily mean you cannot be hired as a teen intern.

If yes, please explain here: \_\_\_\_\_

*How did you hear about the New England Aquarium Teen Internship program? Please check one and specify where appropriate:*

- Friend  Internet  My School  Summer Job  Teacher's name and school \_\_\_\_\_  
 After school program name and location) \_\_\_\_\_  
 Other \_\_\_\_\_

**PART 2: CHOOSE YOUR POSITION**

Please indicate your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> choice for a summer position.  
Job availability may change before the summer.  
See job descriptions for details.

- \_\_\_\_\_ Aquarium Guide (Visitor Education) \_\_\_\_\_ Camp Counselor (Harbor Discoveries Camp)  
 \_\_\_\_\_ Community Outreach Educator (Community Programs) \_\_\_\_\_ Teacher Resource Center Assistant (Education)  
 \_\_\_\_\_ Sales Associate (Gift Shop)



**I am most interested in...**(Please check only 2).

- working with kids
- details of running a business
- interacting with people
- being outside
- being involved in my community
- teen empowerment
- helping people learn
- environmental issues
- speaking in front of groups
- marine biology
- organizing
- doing projects
- learning about animals

Please list all obligations you have for the summer, such as other jobs, summer school, sibling care, family vacations, and anything else that may affect your work schedule. Schedule conflicts will only impact your chance for a position if they completely interfere with your potential work schedule such as being on vacation for more than one week, or missing training. Training starts on July 1<sup>st</sup>. Summer school is not a problem as long as we know by June.

Description of Activity	Dates/Days/Times
<b>Example:</b> <i>Family Care (Drop sister off at camp)</i>	<i>Mon-Fri until 10am starting July 9<sup>th</sup>-August 16<sup>th</sup></i>
Family obligations	
Summer School	
Church/Religious commitments	
Classes (SAT Prep, Driver's Ed, etc.)	
Other job(s)	

**PART 3: QUESTIONS**

**This is the most important part of the application. Please attach your answers on another sheet of paper.**

- Why are you interested in working at the New England Aquarium in your first choice position, and what do you hope to gain from the experience?

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- The mission of the New England Aquarium is “to Present, Promote and Protect the World of Water.” How would you explain this statement to a ten-year old?

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- Think about a current environmental issue of particular interest to you. Why are you interested? And most importantly what can you do about it?

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**PART 4: REFERENCES, ACTIVITIES, and PREVIOUS EMPLOYMENT**

Please ask two adults outside of your family to serve as your references. Some good examples are teachers, school counselors, pastors or ministers, former employers or any adult who can assess your skills and motivations. A letter of reference is not required, but highly encouraged.

1. Name and Title: \_\_\_\_\_  
Company or Organization \_\_\_\_\_  
Relationship to you (check one)  Supervisor  Teacher  Mentor  Counselor  Other, Please explain (example: Reverend Brown is the pastor at my church.) \_\_\_\_\_  
Contact Phone number (application will be considered incomplete without a current phone number) \_\_\_\_\_

2. Name and Title: \_\_\_\_\_  
Company or Organization \_\_\_\_\_  
Relationship to you (check one)  Supervisor  Teacher  Mentor  Counselor  Other, Please explain \_\_\_\_\_  
Contact Phone number (application will be considered incomplete without a current phone number) \_\_\_\_\_

Please list the school and community clubs, organizations and/or sports that you have been involved with in the past three years. Be sure to mention any awards or honors that you have received. Please include dates you were involved.


\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any jobs you have held both paid and volunteer. You should include any church work, community service, and school or family jobs. Describe the skills that you have learned and the dates you were involved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART 5: EMERGENCY INFORMATION**

Please give the name, address and phone number of two adults (1. parent/guardian and 2. a relative or friend). Choose an adult relative or friend who does not live with you, but can be contacted in the event of an emergency. A telephone number is MANDATORY!

 Parent/Guardian's Name: \_\_\_\_\_  
Last First Middle Initial

Parent/Guardian's Daytime Phone: \_\_\_\_\_ Parent/Guardian's Home Phone: \_\_\_\_\_

 Non Parent/Guardian Emergency Contact Name: \_\_\_\_\_  
Last First

Contact's Daytime Phone Number: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

 Please list any allergies you have: \_\_\_\_\_

I understand that in order to be eligible for a summer job at the New England Aquarium as a Boston resident, I must qualify for the Boston Youth Fund and be registered on the Hopeline; or as a Cambridge resident, I must be registered with the Cambridge Office of Workforce Development.

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

Parent/Guardian Signature: \_\_\_\_\_

## Part 6 – SUMMER 2007 TEEN INTERN JOB DESCRIPTIONS

Read each description carefully. Choose the one that's best for YOU.

### *Visitor Education*

Position: Aquarium Guide

#### **Are you interested in learning how to present in front of groups? Do you like helping other people learn?**

Work as an ambassador representing the New England Aquarium to its visitors. Interpret Aquarium exhibits, interacting with live tidepool animals and large numbers of people of all ages. Must be comfortable learning to present in front of a group and being on your feet both indoors and outside. May be asked to engage visitors wearing an Aquarium mascot costume. Aquarium Guides will receive at least 15 hours of hands-on training about marine biology, Aquarium exhibits and exhibit interpretation.

### *Camp Programs*

Position: Harbor Discoveries Camp Counselor

#### **Do you like being outside and working with kids?**

Assist instructors and administrators with the Aquarium's summer camp program. Prepare materials & equipment for daily lessons. Ensure group safety. Engage participants (ranging from 4<sup>th</sup> -7<sup>th</sup> grades) in group activities, games, team-building initiatives, and environmental learning projects. Previous experience working at the Aquarium is a plus as it provides a knowledge base useful for traveling to field sites. Must be enthusiastic about working with kids and spending time outdoors.

### *Community Programs*

Position: Community Outreach Educator

#### **Are you interested in helping kids learn about the ocean? Do you want to be involved in your community?**

Work with a team of educators to provide environmental education programming to community groups across the Boston area. Give Aquarium tours and special presentations to community groups, both at the Aquarium and at community centers. Employment begins with hands-on marine biology training. Must be enthusiastic about working with kids and spending time outdoors.

### *Teacher Resource Center*

Position: Teacher Resource Center Assistant

#### **Are you the kind of person who likes doing research better than writing the paper?**

Work with a team of educators in organizing and taking care of administrative needs of professional development programs for K-12 educators. Assist in photographic and written documentation of the educational activities and professional development programs. Assist in upgrading and developing educational materials (including educational kits). Assist in daily tasks like library check-in and check-out, organizing materials in the center, greeting and assisting teachers with resources etc.

### *Gift Shop*

Position: Sales Associate

#### **Are you willing to learn in a fast-paced environment? Are you a people person who can pay close attention to detail?**

Work in the New England Aquarium Gift Shop. Provide excellent customer service to all of our visitors through greeting and visitor interaction. Assist customers with finding items and sizes. Be trained to accurately ring cash register and handle cash and credit card transactions. Put merchandise on the sales floor and help maintain fullness and cleanliness of selling floor. Retrieve stock from off-site stockroom to fill in floor. This is a great opportunity to learn about retail, retail management and retail buying. Individuals that are interested in the buying aspect will have an opportunity to spend some time in the buying office. This is a very busy fast-paced store environment. Applicants must be friendly, outgoing and willing to learn. If you would like further information about this position please contact Gina Cotrone at 617-226-2117 or at [gcotrone@neaq.org](mailto:gcotrone@neaq.org)

**PART 7 - APPLICATION CHECKLIST:**

*Have you...*

- Read over the qualifications for the Summer Teen Internship listed at the beginning of this application?
- Completed all seven parts of this application, including signatures (yours and parent/guardian)?
- Asked two adults to be your references and obtained current phone numbers for both of them?
- Carefully read each job description and chose the best one for you?
- Answered all questions thoroughly?
- Done all of the above by the deadline of March 31<sup>st</sup> at 5pm?

**Application must arrive by March 31<sup>st</sup>, 2008 5pm by mail or to the  
Information Desk in the main lobby of the Aquarium addressed to:**

Supervisor of Teen Programs /New England Aquarium/ Central Wharf/ Boston, MA 02110-3399

TEEN line: 617.973.6745      Email: [youthprog@neaq.org](mailto:youthprog@neaq.org)