

New York Aquarium - WCS
Volunteer Dive Program Agreement

If I am accepted to take part in the New York Aquarium Volunteer Dive Program, I agree that I shall abide by all written and orally stated rules and regulations as well as comply with all of the following expectations:

TIME COMMITMENT

One full day (8:00 a.m. to 5:00 p.m.) every other week, unless other arrangements are made before start of work, for no less than one year. There is also a 14 workday probationary period, during which termination may result for any reason at the will of the Dive Volunteer Coordinator, Assistant Dive Volunteer Coordinator, Dive Safety Officer, General Curator or an Animal Department Division Supervisor.

ATTENDANCE

Punctuality and regular attendance are essential. It is understood that a volunteer cannot work unless scheduled *in advance*. Failure to attend when scheduled without a telephone call when unable to work results in **immediate** discharge from the program. When unable to work, notify Dive Volunteer Coordinator at (718) 265-4738 or Assistant Dive Volunteer Coordinator at (718) 265-4719. If no one is present when calling, leave a clear message on answering machine.

DRESS CODE

1. Khaki pants or shorts (minimum 4 inch inseam), **NO** jeans or skirts.
2. Trousers or shorts must be clean, unstained, neat looking and not wrinkled.
3. Dive Team T-shirt or other Dive Team top, or if unavailable, a navy T-shirt without any logos may be substituted. All shirts must be tucked in **at all times**.
4. Closed shoes or sneakers are required. NO sandals are permitted.
5. Hats or caps must have Dive Team, Aquarium or WCS logo only.
6. No jewelry can be worn except a wrist watch and/or wedding ring. **Any other jewelry must be removed or covered with a band-aid.**
7. ID must be worn when in uniform other than dive gear.
8. Paper and pen or pencil in a pocket.
9. Nail polish is discouraged, since if handling animal food, it can be detrimental to their health. Only clear or conservative colors will be permitted unless working in animal feed rooms.
10. Hair must be of a natural human color (not green, purple, etc.).

RECORD KEEPING AND SIGNING IN

As stated above, Volunteer Diver *must* obtain prior approval from the Dive Volunteer Coordinator to work. Signing in **and** signing out at the same time is strictly prohibited.

SMOKING

Smoking is prohibited in all public areas of the Aquarium, whether indoors or outdoors. Persons 21 or older who smoke may only do so in staff designated smoking areas.

MAINTAINING PROFESSIONAL CONDUCT

Volunteers are expected to be courteous and friendly to visitors and staff at all times. Observed inadequate or improper performance of tasks may result in a verbal warning or, depending upon the severity of the incident, possible immediate termination. The determination regarding termination from the program shall rest completely within the discretion of the Diving Control Board, the General Curator, an Animal Division Supervisor, Dive Safety Officer, Dive Volunteer Coordinator or Assistant Dive Volunteer Coordinator.

(over)

Volunteers shall ***not***:

1. Be permitted in an animal enclosure area or behind the scenes without a spotter or specific authorization from a division employee.
2. Disclose information which is sensitive or confidential or which includes information concerning records, food intake totals, medications, physical condition of animals, animal transport, etc.
3. Be permitted to touch an animal, except in an approved picture and only under direct supervision of a division employee.
4. Encourage animals to perform behaviors or put their limbs or heads over an exhibit or enclosure barrier.
5. Administer medication or food to animals, unless directed by a division employee.
6. Act in a manner contrary to the stated objectives of the Wildlife Conservation Society.
7. Falsify any records, submit or complete required forms with knowingly false information.
8. Act in a manner which actually or potentially endangers the well-being of visitors, employees, other volunteers or animals.
9. Act in a manner which exhibits immoral or indecent behavior.
10. Gamble on Aquarium premises.
11. Use, carry or be in presence of anyone using or carrying illegal drugs or alcohol.
12. Possess any type of weapon on Aquarium premises.
13. Fight on Aquarium premises.
14. Destroy property of Aquarium, employees, other volunteers or visitors.
15. Remove property from its place without permission from or direction of an employee.
16. Enter Aquarium premises during non-public hours without authorization.
17. Be permitted guests in work areas or at the Aquarium without complying with Aquarium rules and after submitting requests to the Dive Volunteer Coordinator for guest admission and only after receiving approval from the Dive Volunteer Coordinator.

ADDITIONAL RULES AND REGULATIONS

1. Keepers' instructions are to be carried out explicitly; and should a conflict or miscommunication occur, the volunteer should address the problem directly to the Dive Volunteer Coordinator.
2. No food, drink for human consumption or smoking is permitted in any animal enclosure areas.
3. Food must not be left unrefrigerated or uncovered.
4. All bucketed or pouched fish must be covered with fresh ice or damp paper towel.
5. Refrigerators are to be kept closed at all times.
6. Picture taking is permitted from public access area only.

I have read and understand the above rules established for the dive volunteer position with the New York Aquarium, and I acknowledge that I have received a copy of this agreement for my records.

Print Name

Dive Volunteer Coordinator

Signature

Date