Victorian Secondary School Work Experience Placement 2027 Role Description

Healesville Sanctuary, Melbourne Zoo and Werribee Open Range Zoo

Role Description

The aim of work experience at Zoos Victoria is to provide students with the opportunity to gain an insight into how different zoo departments contribute to our commitment to fighting wildlife extinction. Work experience students will assist in the daily responsibilities of various departments to see how this is achieved.

Over their five-day placement, students will be under the supervision of several staff members from departments that may include but are not limited to: Visitor Experiences, Education, Horticulture, Zoo Encounters and Events and Life Science (Zoo Keepers).

Duties may include manual work such as cleaning animal enclosures, observations of animal encounters, helping with research and development of programs, and organising volunteer equipment. Reasonable adjustments can be made to suit a wide range of abilities. Due to the nature of the role, there are limited opportunities for animal contact or interaction.

Note: Work experience placement at each property has varied start times between 7am- 5pm. These times will be confirmed with you upon your acceptance in the program.

Prerequisite/Eligibility:

- **Only ONE student application will be accepted per school for either Werribee Open Range Zoo, Melbourne Zoo, or Healesville Sanctuary. Due to the overwhelming number of applications, we ask the school's Careers Coordinator to select the most suitable candidate who might benefit from this experience.**
- Students must be 15+ years of age at the time of their placement and currently enrolled in a Victorian secondary school (State, Catholic, or Independent). Interstate applications WILL NOT be considered, we recommend you contact a zoo in your state or territory.
- Students must provide their own appropriate clothing and footwear suitable for working outdoors in all weather conditions.
- There are a range of tasks possible during this placement including some physical tasks which require initial observation and assessment to ensure students are able to participate in a way which will maintain workplace safety for all students. Reasonable adjustments can be made to suit a wide range of abilities, please let us know if you require this.

Placements:

- Secondary school work experience placement dates do not include Victorian School holiday periods.
- Students and schools need to be flexible with placement dates offered as they may be outside of your schools preferred work experience placement dates. Attendance dates for the successful students will be available over each term.
- Careers Coordinators must ensure when submitting a student, especially those from rural areas, that transportation and accommodation costs are taken into consideration.

Selection Procedures:

- Applications must be submitted online by the student and their school Careers Coordinator and will not be considered if they are faxed, emailed or posted to Zoos Victoria.

- Applications submitted by students cannot be considered without a Careers Coordinator's endorsement.
- Applications will not be considered unless they contain all required signatures, Cover Letter, and the Department of Education's Proposed Work Experience with Animals Form (submitted as the Resume).
- Note: Once you commence the online application process you CANNOT log out and get back in. The page will timeout if left inactive for an extended period of time.

Cover letter Format:

1 page maximum, size 12 font.

State at the beginning of your cover letter:

- Your name
- Your date of birth
- Your personal contact details (after hours phone number and email)
- Your current year level
- Your school's name/ address
- Your Careers Coordinator's contact details (name, phone number and email)

Please ensure you answer:

1. What is your experience (paid work and/or voluntary) involving: animals, conservation, environment and/ or sustainability?

2. What personal skills or attributes do you have that would make you suitable for working with animals in a conservation-based organisation?

3. Which career paths are you considering after completing secondary school?

4. What are the two roles of zoos within the community and why do you think zoos are important?

5. What are your **three** preferred dates of placement? These must be during 2027 and within Victorian Government school term periods.

Resume Format:

This is not a standard resume.

Print and complete the **Department of Education's Proposed Work Experience with Animals Form**.

This form should be completed by the student, signed by their parent or guardian and provided to the school's Careers Coordinator to enable them to make an informed decision about their suitability for work experience with animals.

If the Careers Coordinator is satisfied with the student's suitability, please sign, scan and attach the form as a RESUME.

Online applications open Friday 30 October and closes 5.00pm Friday 4 December 2026.

Successful applicants will be notified in Term 4 2026.