



2026 Youth Overseas Internship Program Internship Position Description Form

Part A. Organization Information

(To be completed once per organization)

1. Organization Name:

Oklahoma City Zoo and Botanical Garden

2. Organization Overview:

- **About Us:** The Oklahoma City Zoo and Botanical Garden is a conservation organization and accredited member of the Association of Zoos and Aquariums (AZA) and American Alliance of Museums (AAM). Located in Oklahoma City's Adventure District in northeast Oklahoma City, Oklahoma, the Zoo's mission is connecting people with wildlife and wild places to inspire conservation action.
- **Work Culture:** The OKC Zoo aims to achieve our mission while following our core values:
 - I. **Wildlife & Wild Places:** We use our expertise, dedication and passion to care for animals and nature. We share our passion for animals and their care to advance public understanding and awareness of the diversity, strength, and fragility of the wildlife in our world.
 - II. **Conservation:** We are leaders in conservation. We honor our planet by leading and supporting advances in conservation, sustainability, and research. Our priority is to share knowledge in an actionable way so that employees, volunteers, and guests can increase our collective positive impact on our world.
 - III. **People:** People matter. We treat people with respect and foster a supportive culture for all employees, volunteers, guests, and community members. We collaborate by listening to different opinions and coming together as one. We appreciate the diversity of humans populating our planet and believe all people should be included and encouraged to help us fulfill our mission.
 - IV. **Leadership:** We are committed to the Zoo's mission and success. We lead through action and example with honesty, integrity, transparency, and empathy. With a dedication to excellence in all aspects of our operations, including financial sustainability, we work to inspire our





employees and volunteers, fascinate our guests, and challenge ourselves, colleagues, and industry to innovate and develop ever higher standards.

3. Type of Organization: Private Company NGO Public Sector
 Research Institute Other: _____

4. Industry / Field:

- Manufacturing
- Transportation and storage
- Accommodation and food service activities
- Information and communication
- Financial and insurance activities
- Professional, scientific and technical activities
- Administrative and support service activities
- Public administration and defense; compulsory social security
- Education
- Human health and social work activities
- Arts, entertainment and recreation
- Other service activities

5. Website / Social Media:

<https://www.okczoo.org/>

6. Address / Location:

Oklahoma City Zoo and Botanical Garden horticulture department
 2000 Remington Place Oklahoma City, OK 37111

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Part B. Internship Position Information

*(Please complete one section per internship position.
If offering multiple positions, please duplicate this section as needed.)*

1. Internship Title & Vacancies

- **Official Internship Title:** Oklahoma City Zoo and Botanical Gardens Horticulture Internship
- **Number of Openings:** Up to 3 students

2. Internship Details

- **Duration (Start Date – End Date):** 2026/06/01-2026/08/14
- **Working Hours per Week:** 40 hours
- **Type of Internship:** Project-based Rotational Research
 Administrative Other: _____

3. Key Responsibilities

This internship opportunity offers hands-on experience in landscape maintenance, plant propagation, pest management, and sustainability practices. Participants will work alongside staff to learn practical skills that prepare them for careers in horticulture and botanical garden management. Tasks might include but are not limited to:

- Assist with planting seasonal and ornamental plants.
- Practice basic plant care including watering, fertilizing, and pruning techniques
- Shadow staff during soil preparation and maintenance activities.
- Propagate plants using seeds and cuttings under supervision.
- Learn to identify common plants using botanical keys and field guides.
- Inspect plants for pests and diseases, documenting observations.
- Learn effective weed control techniques, both manual and chemical.
- Participate in irrigation system inspections and minor repairs.
- Learn how to select plants for specific garden conditions and purposes.
- Input plant inventory updates into the botanical garden database.
- Shadow staff during public interactions, providing information about plants.
- Participate in designing flowerbed layouts and plant arrangements.

4. Learning Objectives & Expected Outcomes

Interns can expect to





- Receive introduction to landscape maintenance techniques.
- Understanding plant propagation basics.
- Understand the role of botanical gardens in conservation and education.
- Learn basic plant identification and taxonomy.
- Develop fundamental plant care skills.
- Develop knowledge of pest and disease management.
- Learn basic irrigation system maintenance.
- Contribute to the botanical garden database.
- Learn about plant conservation and sustainable gardening practices.
- Understand the importance of ethnobotany.
- Understand the threats to plant diversity and conservation strategies.
- Enhance customer service and collaboration skills.
- Broaden understanding of botanical garden design and prioritization.
- Develop public horticulture skills.
- Gain experience in research and data collection

5. Supervisor/Mentor Information

- **Name / Title:** Julia Clark

6. Qualifications & Requirements

- **Required Academic Background:** Highschool GED or equivalent. Desire to pursue a career in zoos, aquariums, botanical gardens, conservation or horticulture. Previous experience in horticulture is not required.
- **Required Skills / Languages:** English
- **Preferred Skills / Experience:** Previous experience or education in zoos, aquariums, conservation, or horticulture.

7. Compensation & Benefits

- **Salary / Allowance:** Unpaid
- **Accommodation / Transportation / Meals Provided:** N/A

8. Additional Information

- **Travel and Lodging:** The OKC Zoo is unable to provide financial support for participant travel, including necessary travel documents, housing, or transportation.





- Federally approved per diem rates for Oklahoma are available at <https://www.gsa.gov>
- Several hotels are available in the OKC Metro through various hotel chains including:
 - I. IHG Hotels – <https://www.ihg.com>
 - II. Hotels by Hilton – <http://www.hilton.com>
 - III. Hyatt Hotels – <http://www.hyatt.com>
 - IV. Best Western – <http://bestwestern.com>
 - V. Marriott Hotels – <https://www.marriott.com>
- **Additional long-stay lodging can be available through homestays.**
 - I. Airbnb- <http://www.airbnb.com>
 - II. Vrbo – <http://www.vrbo.com>
- Limited public transportation is available through the OKC metro. Information on public transportation can be found at <http://www.embarkok.com>
- **Participant Resources:** The OKC Zoo is able to support intern development by providing a manager, mentor, and internship Development Plan. Both the manager and mentor are paid staff members who will interact with the intern during their assigned workday.
 - Participant Development Plan – A document which outlines what a participant will learn, and associated tasks, each week of the internship opportunity.
 - Manager - The OKC Zoo staff member responsible for assigning daily tasks and managing participant’s schedules.
 - Mentor – The OKC Zoo staff member responsible for supporting participant learning and development outside of assigning daily tasks. Staff in this role may be called upon to do any or all of the following duties:
 - i. Review applicable program manuals and policies
 - ii. Greet and welcome interns into the OKC Zoo
 - iii. Meet with intern weekly
 - iv. Assist with intern orientation and training as needed
 - v. Manage and provide clarification on the participant development plan
 - vi. Communicate with the manager regarding scheduling, participant performance, or other elements of the program





- vii. Maintaining an open-door policy with participants
- viii. Provide support through the duration of the program by answering questions or providing guidance
- ix. Providing consistent performance feedback including notes on positive performance and areas for improvement
- x. Soliciting feedback from the intern regarding their experience

