

## **Center for Wildlife Internship Program for Fall 2010**

The Internship Program at the Center for Wildlife is a work/learning experience for students interested in wildlife. We hope that our internship can serve as an exciting introduction for students to wildlife career opportunities. Typically, our interns are majoring in one or more of the following areas of study: Biology, Zoology, Marine Biology, Psychobiology, Wildlife Management, Environmental Science, or Veterinary Science. The large number of animals and variety of species admitted to the Center for Wildlife gives our interns the unique opportunity to become familiar with these species' diets, habitats, and conservation needs. Due to the hands-on and sometimes veterinary nature of rehabilitation, interns will also have an opportunity to focus on physiological, behavioral and some pathological aspects of the animals admitted.

Students selected will be encouraged to participate in all aspects of rehabilitation management – from cleaning, feeding, cage habitat and maintenance, to close observation, treatment and release of animals. Focusing on hands-on animal care has given our past interns valuable experience in such crucial tasks as diagnosing injuries and illnesses, administering medication, learning how to safely handle wild animals, and raising orphaned birds and mammals. Interns are also given the opportunity and encouraged to accompany staff in vet-runs and at educational programs, as well as take on an internship project.

In return for providing this experience, we expect to work with enthusiastic, mature, hard-working, dependable, and physically and emotionally strong individuals who will become an integral part of the Center for Wildlife staff team during their internship. Interns able to grasp the big picture of the importance of wildlife rehabilitation will gain the greatest satisfaction not only from working directly with handling the animals, but from being a part of a process that respects the nature of wildlife and allows animals the chance to enter back into their wild world.

### **Intern Requirements**

It is important that all of our interns are able to do the following:

- provide their own transportation to and from the Center
- work outside in all kinds of weather
- lift up to 50 pounds
- work on their feet on a hard floor for up to 8 hours (breaks are permitted of course)
- get dirty with a smile on his or her face
- be flexible with scheduling – weekend and evening work are required on a rotating basis
- practice good, direct communication and work well as a member of a team
- interact professionally with members of the public both in person and over the phone

### **Intern Job Description and Duties**

Typical duties include:

- Hand-feeding nestling birds and baby mammals
- Continuous cage and nest box cleaning, laundry, dishes
- Preparing baby bird and baby mammal formulas
- Monitoring and informing staff of changes in animals' condition
- Administering medications
- Preparing food
- Preparing cages, habitat maintenance
- Sweeping, mopping and general cleaning
- Answering the phone and assisting the public with wildlife situations
- Keeping exam room clean and stocked
- Admitting animals to the facility
- Photocopying and other administrative tasks as needed

Through an orientation week with workshops in 5 key areas, and by shadowing the Center's rehabilitation staff and senior wildlife care volunteers, interns will be trained in a variety of tasks within four focused areas, with the goal of gaining experience and skills needed to work independently:

- 1) *Baby Mammal Care* – Spring, summer, and fall are the busiest seasons at the Center when we receive over 500 orphaned young mammals, all of whom need round-the-clock feeding and attention. Although the babies are irresistibly cute, it is important that they be treated as the wild animals they are, and be allowed to grow into releasable mammals with no attachment to humans. Hand feeding babies without harming them is a skill that takes practice, patience and attention to detail; we expect our interns to be willing and attentive learners. An intern spending a shift responsible for the baby mammals will be placed in charge of several litters of babies, all on different feeding schedules. For many of our interns and volunteers, feeding mammals becomes one of the favorite jobs.
- 2) *Bird Nursery Care* – We also receive over 500 orphaned nestling birds every summer. Raising these birds for release is time-consuming and requires a great deal of patience and hard work. Nestling birds must be fed every 15-30 minutes from sunup to sundown. It is crucial to the health of the nestlings that a vigilant watch be kept on their cleanliness, with papers, nest materials, nest cups, and nest boxes changed regularly. Interns in the baby bird room act as the eyes and ears of the staff, and they are usually the first to notice something wrong with a nestling. We rely on interns' dedication and attention to detail to help us keep the birds healthy and strong, and catch potential problems early. Once these birds are able to self-feed, are flying well, and have become accustomed to surviving in their natural environment, they can be released back into the wild.
- 3) *Wildlife Admissions & Information Line* A large part of our work involves assisting the public with their wildlife related questions and concerns and processing admissions of all the new animals arriving at CFW. Patience, courtesy and tact, self-motivation and the ability to work well with the public are essential. Interns answering the phone represent the Center, and help members of the public to help animals in need – which sometimes means bringing them in to the CFW, and sometimes means leaving them outside and monitoring them until their mother returns. It is essential that interns understand the correct course of action needed and ask for staff assistance if they are unsure. This area of work also includes admitting and weighing new animals, and making sure the staff gets the background information they need about these new animals. Educating the public can be challenging, but it can also be extremely rewarding to know that you just helped to save a life, often without ever laying a hand on the animal.
- 4) *General Wildlife Care* One of the most challenging parts of our work is treating sick and injured animals of all ages, and providing care and support for them to heal themselves. This work involves a mixture of hands-on treatment and the creation of a healing, nurturing environment. Every animal receives a thorough exam and intensive follow-up treatment, which may include a trip to our vet, gavage, splints or wraps, medication or wound management. Trained interns assist in a variety of ways: by helping staff with exams, treatment, and medication, and by food preparation and cage cleaning. For animals more advanced in their rehabilitation and for older, more independent orphans, we provide as natural a habitat as possible to encourage and support healing and maximize the animals' potential for release and survival in the wild. Interns assist in creating and maintaining suitable habitats to meet each species' unique needs, prepare and deliver food, clean cages and enclosures and partake in routine and never-ending tasks like washing dishes and doing laundry. Interns may also be involved in releases. Our interns consistently tell us that this is one of the most

rewarding things they ever experience: seeing the results of all their hard work as they watch a healthy, strong wild animal returns to where it belongs.

- 5) *Intensive Care Room Assistance*- Fall brings many migrating birds and reptiles that inevitably hit windows, are hit by cars, caught by domestic cats, caught in fishing line, etc. Our intensive care room is full of 20+ patients that require intense monitoring and care (wound management, diagnosing/treating parasites, emaciation protocol, etc.). Interns will assist the staff in weighing, feeding, cleaning, administering medication, recording observations, and handling while staff performs medical treatment.

Through this work, the center hopes to expand the student's awareness of all aspects of wildlife management and care. We can certainly promise that the busy fall season will provide many interesting and rewarding learning experiences.

### **Starting dates and hours per week**

The Center for Wildlife is looking to fill 5 intern positions during the fall of 2010.

We have positions for 5 interns beginning August 30<sup>th</sup> and ending October 30<sup>th</sup>.

The minimum length of the internship is 10 weeks

The maximum length of the internship is 16 weeks

Interns are expected to put in at least 15-30 hours per week in 3-5 animal care shifts

Due to the 24/7 nature of this work, interns may be required to work early morning or evening shifts or have to work on weekends. Some flexibility with scheduling is allowed, but please remember that animals don't recognize weekends or holidays. We will not ask you to do anything that we aren't prepared to do ourselves.

Exact starting and ending dates and hours per week will be decided on an individual basis for each intern, based on CFW's needs and the intern's circumstances.

There will be an intensive one week training period at the beginning of each internship session. Staff and experienced volunteers will lead workshops in each of the four focus areas mentioned above. We ask that interns leave their first week relatively open so that they may attend these workshops, before settling into a schedule.

*Thank you for your interest in becoming an intern at the Center for Wildlife. Please send your completed application – including this self-evaluation page **by May 1, 2010 (spring-summer) or Aug. 15, 2010 (fall)** - to: **The Center for Wildlife, POB 620, Cape Neddick, ME 03902**. If you have further questions after reviewing the enclosed information, please call us at 207-361-1400*

### **Self Evaluation**

Please describe your managerial experience.

Have you ever worked in a chaotic setting such as a busy restaurant or bar? How would you rate your ability to multi-task under stress?

We treat many different species – so we lack a lot of the rigid structure that facilities focusing on just a few species depend upon to run smoothly. This means you need to be prepared to be flexible and do whatever task needs doing. Please give an example of why you think you can function well in this type of environment.

It's very important that you have both a respect for animals as well as people to work here, because we work very much as a team – volunteers, interns, and staff. Can you describe experience you've had working as part of a team that you think would help you here?

Educating the public is a big part of what we do. During the summer, we probably receive 20-25 phone calls a day. Through assessing each situation and educating the caller about the best course of action, we can prevent human intervention in some, if not many of these cases. Often we find that the caller is frantically trying to do the right thing and really just needs our patience and guidance. Can you describe some customer service experience or other experience/skills you have that would help you handle these situations with patience and professionalism?

Do you wash dishes and do laundry at home? Are you willing to do a lot more of that here?

Do you have any questions for us?



The  
Center  
For  
Wildlife

P.O. Box 620 \* Cape Neddick, ME 03902 \* Phone: 207-361-1400  
Application Deadlines: Spring - May 1, 2010 / Fall – Aug 15, 2010

## INTERNSHIP APPLICATION

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Address: \_\_\_\_\_ Home phone \_\_\_\_\_

\_\_\_\_\_ Cell phone \_\_\_\_\_

Email: \_\_\_\_\_

Interns must provide their own transportation to and from the Center. Do you have access to a vehicle? \_\_\_\_\_

Do you have available housing in the vicinity of Cape Neddick, ME? \_\_\_\_ If so, where? \_\_\_\_\_

### Emergency contacts:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name of College or University \_\_\_\_\_

Name of Advisor \_\_\_\_\_ Major \_\_\_\_\_

Education level (freshman, grad student, etc.) \_\_\_\_\_

How did you hear about the internship program? \_\_\_\_\_

Why do you want to intern at the CFW? \_\_\_\_\_

Please list any special skills that you feel would be an asset to CFW during your internship:

\_\_\_\_\_

\_\_\_\_\_

Tell us about your prior experience with animals: \_\_\_\_\_

\_\_\_\_\_

Do you have any medical conditions that would prevent you from performing any aspect of the internship (ie: allergies, pregnancy)? Please explain: \_\_\_\_\_

\_\_\_\_\_

What date would you be available to start? \_\_\_\_\_ Until when? \_\_\_\_\_

What hours/days would you be available to work at CFW? \_\_\_\_\_

\_\_\_\_\_

**Statement of Understanding: I have read the intern job descriptions list and understand the duties I will be expected to perform. I am aware that 80% of the work involves hand-feeding infant animals, cleaning cages, and maintaining the facility. I am also enclosing a Hold Harmless Release Form with this application.**

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

*Please return application to: Center for Wildlife, POB 620, Cape Neddick, ME 03902. Thank you.*



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## HOLD HARMLESS RELEASE FORM for Volunteers and Interns

Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Birth Date (day/month/year) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

In consideration of your accepting my volunteer participation in the Center for Wildlife, I hereby for myself, my heirs, executors, administrators, and assigns, waive and release all claims for damages which I may have or which I may hereafter accrue to me against the Center for Wildlife, its sponsors, agents, representatives, or assigns for any damages which may be sustained and suffered by me in connection with my association with or participation in the volunteer program at the Center for Wildlife.

I further acknowledge that I have been sufficiently informed by the Center for Wildlife of the laws, rules, and regulations under which the Center operates and that I will abide by those laws, rules, and regulations.

I have been informed of and understand the risks associated with rabies and other diseases in wild animals. If any animal under my care inflicts an injury upon a human, I will report the incident to the Center immediately and will abide by all pertinent policies and regulations. I have received a tetanus shot within the past 10 years and I understand that, in the event of an injury, I should receive a booster if it has been more than 5 years since my last tetanus shot, at my expense.

I attest and verify that I have been sufficiently informed of the risks involved in the program and that I will be sufficiently trained to participate in this program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian (for persons under 18 years of age) \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_