



## Intern Position Description

### Direct Care-Wildlife Intern

| <i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i> |   |
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| <b>Internship Location</b>   | 18740 Highland Valley Rd, Ramona, CA 92065  |
| <b>Position Grade</b>  | <b>3</b> ; background check includes Criminal Background, Social Security Number Verification, Motor Vehicle Check and Sex Offender Registry  |
| <b>Focus of the Internship</b>   | Intern will gain experience providing direct care to sanctuary and rehabilitation animals in care at the wildlife center. The intern will also complete an independent project that meets the requirements of the intern's academic institution.  |
| <b>Learning Opportunities</b>  | <ul style="list-style-type: none"> <li>• Knowledge of The Fund for Animals Wildlife Center (FFA) and how the program area fits into the larger picture of animal protection</li> <li>• Exposure to the operations of a wildlife center</li> <li>• Learn how to properly care for rehabilitation and sanctuary animals</li> <li>• Knowledge of various animal species and wildlife issues</li> <li>• Knowledge of humane coexistence with wildlife</li> <li>• Knowledge of animals' habitats</li> </ul>  |
| <b>Orientation/Training</b>  | <p>Orientation will be scheduled individually after receipt of the intern application and includes the following: history and tour of The FFA, description of rules, overview of programs and volunteer opportunities. Interns should attend the orientation wearing closed, rubber-soled shoes. As interns may be traveling from outside of the area, in-person orientations are <u>not</u> required. A phone or online interview can be scheduled instead.</p> <p>Interns will be given a manual and will be trained on the particular aspects of their role.</p>   |
| <b>Intern Responsibilities</b>   | <ul style="list-style-type: none"> <li>• Feed/water in measured amounts using diet instructions</li> <li>• Clean enclosures which may include raking, weeding, sweeping platforms, and climbing ladders up to 8 feet</li> <li>• Launder towels and bedding as needed</li> <li>• Empty and wash/sanitize dishes daily</li> <li>• Learn to identify animals as individuals</li> <li>• Write detailed animal care notes as directed</li> <li>• Assist medical staff with care for rehabilitation animals</li> <li>• Identify potential health issues in animals and ensure notes are provided to the medical staff</li> <li>• Work around skunks, raptors, bobcats, and coyotes</li> <li>• Assist with intakes of new rehabilitation patients from the public and agency rescues</li> <li>• Assist with enrichment creation for sanctuary animals</li> <li>• Clean and refresh the hippo pool</li> <li>• Share in cleaning the intern house once per week</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Develop independent project and complete it by the end of the internship term</li> <li>• Complete and submit Volunteer Lobbying Reporting form as requested by supervisor</li> <li>• When possible and as needed, use own method of transportation to assist the center with off-site or remote tasks or projects</li> </ul>   |
| <b>Level of Difficulty</b><br><b>1=easy/5=demanding</b><br>(physical, mental, emotional) | <ul style="list-style-type: none"> <li>• Physical difficulty is level 4; must be able to bend, lift, stand, and have quick reflexes; much of the work requires high levels of physical strength and mobility</li> <li>• Mental difficulty is level 3; requires learning procedures and protocols; independent project work requires critical thinking skills</li> <li>• Emotional difficulty is level 3; interns will come into contact with injured, orphaned or abandoned wildlife, which can be emotionally distressing</li> </ul>   |
| <b>Expected Environmental Conditions</b>   | All of the work is performed outdoors in all weather conditions which can include extreme heat. (There is access to air conditioning/heat, restrooms, a kitchen, break room, drinking water, coffee, and computers as needed.)  |
| <b>Qualifications/Requirements for Intern Applicants</b>                                 | <ul style="list-style-type: none"> <li>• Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation</li> <li>• Able to learn and demonstrate a familiarity with The FFA's programs</li> <li>• Able to understand The HSUS's policies and positions regarding animal protection issues and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS</li> <li>• Able to learn and demonstrate Wildlife Rehabilitation methods as outlined by the California Department of Fish and Game Memorandum of Understanding</li> <li>• Knowledge of local wildlife and/or animal handling skills highly valued</li> </ul>  |
| <b>Restrictions</b>  | <ul style="list-style-type: none"> <li>• Must be at least 18 years old</li> <li>• Must have reliable transportation and arrive on time for shifts</li> <li>• Must wear closed, rubber-soled shoes</li> <li>• Must learn and follow all guidelines and policies of The HSUS and The FFA, and follow directions given by staff</li> <li>• Candidates must submit the required paperwork and pass a background check before being assigned. At least two letters of recommendation must be submitted with the application form when applying for an internship. Copies of any academic requirements should also be submitted. International interns are solely responsible for obtaining any required Visas.</li> <li>• Should have access to a computer and ability to login into an online volunteer communication site to receive updates</li> <li>• Current tetanus inoculation recommended</li> <li>• Interns who wish to work with mammals in rehabilitative care must receive pre-exposure rabies inoculation.</li> </ul> |
| <b>Internship Start Date</b>   | Ongoing   |
| <b>Internship Time Commitment</b>  | 6 weeks up to 6 months, up to 40 hours per week   |
| <b>Internship Scheduling Guidelines</b>  | Internships are available year-round. Interns will be assigned to shifts that are 6-8 hours in length between the hours of 8 am and 6 pm.   |
| <b>Tools/Equipment Provided (including Personal Protective</b>                           | Latex and leather gloves; nets for any necessary animal captures; printers and fax machines available as needed   |

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| <b>Equipment)</b>                               |   |
| <b>Optional Tools/Equipment</b>                 | Interns are encouraged to bring their own laptops.  |
| <b>Supervisor(s)</b>                            | Director, The Fund for Animals Wildlife Center  |
| <b>Additional Mentor(s)</b>                     | Animal Care Manager, RVT and Wildlife Caretakers  |
| <b>Number of Concurrent Internship Openings</b> | 4   |
| <b>Additional Information</b>                   | <ul style="list-style-type: none"> <li>• On-site housing may be available for interns committing to at least 30 hours per week and will be discussed after receipt of the initial application; please note your interest in housing accommodations in your cover letter. Housing is co-ed, dorm style, and has a kitchenette, lounge and office equipped with internet. Bedding, towels, and food must be provided by the intern if staying on-site. Parking is available for interns with vehicles. The property and house are non-smoking and interns may not consume alcohol, regardless of age, while on the premises. Staff will provide interns with weekly trips into town for grocery shopping. Day trips to San Diego attractions may also be arranged.</li> <li>• Interns should note that most animal residents at the center are carnivores. This means there will be deceased animals fed as part of diets as well as live prey animals offered to rehab animals to test their ability to hunt live food as a condition of release. Interns are never required to work in these specific tasks, but should at a minimum be comfortable with the notion that we feed animals to other animals as a part of their diet.</li> <li>• Interns must comply with a strict protected-contact working environment, which means that interns may only make physical contact with domestic species or wildlife undergoing medical treatment.</li> </ul> |
| <b>Updated</b>                                  | 12/24/2014  |