



## WOODLANDS WILDLIFE REFUGE, INC.®

P.O. BOX 5046 CLINTON, NEW JERSEY 08809 P - (908) 730-8300 F - (908) 730-8311

[www.woodlandswildlife.org](http://www.woodlandswildlife.org)

### INTERNSHIP OPPORTUNITIES

Dear Applicant:

Established in 1986, Woodlands Wildlife Refuge cares for New Jersey's wild mammal and reptile species and is currently the only facility licensed to work with black bears and bobcats. Each year, Woodlands provides care to hundreds of injured and orphaned wild animals with the goal of returning them to the wild. Interns play an important role in helping many of these animals survive.

Thank you for your interest in our Internship Programs. These programs give hands-on experience in and around the field of wildlife rehabilitation. We offer both full and part time positions lasting 10 - 12 weeks. The internships focus on the care and nutritional needs of various species along with the proper (temporary) housing and enrichment for that particular species. Medical procedures, physical therapy, capture and restraint, and safety techniques are also taught.

The problems of our wild patients offer valuable insights for measuring and improving the environmental health of our own communities. To be valuable, this knowledge must be shared. Woodlands' environmental education programs fill this need. Compelling programs promote positive values, attitudes, and behaviors toward wildlife and the environment.

Other internships include areas in garden and landscape design, environmental science, engineering and technology.

Candidates must be at least 18 years of age. I have enclosed job descriptions for your review as well as an application.

If you are interested in applying for an Intern position, please send a resume, cover letter, and attached application to my attention. Feel free to contact me at (908) 730-8300 or via email at [wildlife\\_rehab@yahoo.com](mailto:wildlife_rehab@yahoo.com). Thank you again for your interest in Woodlands Wildlife Refuge. For more information about Woodlands please visit us at [woodlandswildlife.org](http://woodlandswildlife.org).

Sincerely,

Melissa Anahory  
Program and Operations Assistant

Heather Freeman  
Wildlife Care and Volunteer Supervisor

#### **Woodlands Wildlife Refuge Mission Statement**

*To receive, rehabilitate and release injured and orphaned native wildlife.*

*To educate people about wild animal habits and habitats.*

*To protect and create natural environments where people and animals exist in harmony.*

## INTERNSHIP JOB DESCRIPTION #1

### Animal Caretaker

*Full time positions may include items in italics*

#### RESPONSIBILITIES:

- Feeding orphaned mammals and reptiles
- Daily cleaning, feeding, watering, hosing, and scrubbing pens of all animals housed in facility and outdoor enclosures
- Monitoring progress of orphans, recording weights, food intake and maintaining proper environment
- Research a topic related to wildlife rehab and present to staff and volunteers
  - Research topics will be discussed at start of Internship.
- Maintain patient records
- Maintain constant awareness of all patient health and behavior
- Identify native mammal and reptile species
- Assisting with capture and restraint of patients
- Intake procedures
- Food prep
- Cleaning and disinfecting indoor and outdoor cages
- Sweeping, mopping floors, dishes, disinfecting counters and sinks of treatment, kitchen, and animal housing areas
- Cleaning and disinfecting all treatment areas
- Reporting maintenance and/or safety hazards to the rehabilitation staff
- Correcting any maintenance and/or safety hazards, if possible
- Lifting and hauling items up to 50 lbs., including trash and recycling
- Assisting with organizational, landscaping, or construction projects, as needed
- Maintaining high energy levels throughout a long workday
- Assisting staff with errands
- Additional duties as requested
- *Learning proper health assessment*
- *Assist with patient medical procedures*
- *Identifying common diseases*
- *General record keeping.*
- *Assist cooperative effort of large mammal tracking program with New Jersey Division of Fish and Wildlife*
- *Research natural history and release site areas*
- *Assist with releases*
- *Network with area naturalists, New Jersey Division of Fish and Wildlife and state and national organizers.*
  - *These opportunities arise while in taking and releasing bobcats and black bears and Woodlands' involvement with state and national organizations*
- *Learn about NJ's policies, procedures and regulations regarding wildlife.*

#### QUALIFICATIONS:

Must be a *self-motivated* individual with a sincere interest in working with wildlife and the ability to enthusiastically work long hours. Attention to detail, punctuality, initiative and a strong desire to learn are required. At least 18 years of age with related degree or prior animal experience required. Ability to lift 50 pounds. Must have drivers license and/or reliable transportation.

#### HOURS:

Interns should expect to work at least five (part time) to nine(full time) hours per day and 25 - 40 hours each week. Time for breaks and meals is included and will be discussed. Some weekend, holiday and evening work is required. Interns will have two scheduled days off. Schedules are subject to change.

#### LENGTH:

A minimum 10-week commitment, 12 weeks preferred.

**SALARY:** None

**HOUSING:** None

## **INTERNSHIP JOB DESCRIPTION #2 Wildlife Technician**

**RESPONSIBILITIES:** (Essential responsibilities include but are not limited to the following)

- To provide daily care and treatment of animals and to assist with the general needs and maintenance of the treatment areas (**as outlined in the Animal Caretaker position**)
- To keep care and feeding schedules on track.
- To assist as necessary in training new Volunteers.
- To assist in determining and maintaining the daily/weekly care of animals including weighing, menus, release readiness, medical needs, critical care, etc.
- To assist with and/or bring attention to the Wildlife Care Supervisor or designee, any issues that arise concerning the general care/treatment of animals.
- To bring attention to the Wildlife and Volunteer Care Supervisor any volunteer concerns that may arise in regards to animal care.
- Responsible for obtaining replacement for own incidental hours/days off as necessary and approved by management.

**QUALIFICATIONS:** Must be a *self-motivated* individual with a sincere interest in working with wildlife and the ability to enthusiastically work long hours. Attention to detail, punctuality, initiative and a strong desire to learn are required. At least 18 years of age with related degree or prior animal experience required. Ability to lift 50 pounds. Must have drivers license and/or reliable transportation.

**HOURS:** Interns should expect to work at least nine(full time) hours per day and 40 hours each week. Time for breaks and meals is included and will be discussed. Some weekend, holiday and evening work is required. Interns will have two scheduled days off. Schedules are subject to change.

**LENGTH:** A minimum 10-week commitment, 12 weeks preferred.

**SALARY:** None

**HOUSING:** None

## **INTERNSHIP JOB DESCRIPTION #3 Environmental Education**

**RESPONSIBILITIES:**

- Critique/enhance existing education programs
- Identify needed programs and develop specialty programs
  - Design new programs
- Develop engaging hand-on activities to help teach about wildlife through exploratory learning.
- Design brochures for programs
- Create and design keepsake items, mementos and handouts for individual and classroom use.
- Develop a marketing plan for programs
- Schedule programs for schools, clubs and other community organizations
- Implement newly designed programs.
- Present programs
- Engage the public at community outreach events.

**QUALIFICATIONS:** Must be a *self-motivated* individual with a sincere interest in this field. in the environment and educating the public about wildlife. Attention to detail, punctuality, initiative and a strong desire are required. At least 18 years of age with related degree or prior experience required. Must have drivers license and/or reliable transportation.

**HOURS:** Interns should expect to work 20-25 hours per week. Time for breaks and meals is included and will be discussed.

**LENGTH:** A minimum 10-week commitment.

**SALARY:** None

**HOUSING:** None

#### **INTERNSHIP JOB DESCRIPTION #4 Facility Project**

**RESPONSIBILITIES:** (Essential responsibilities may include but are not limited to the following)

- Design new caging and enclosures as required
- Repair old caging and enclosures as required
- Enrichment
- Construction
- Maintenance – Develop maintenance checklist for caging and enclosures
- Create plan for organic garden to feed animals in our care
  - Plan to include maintenance plan
- Create an annual maintenance plan for current landscape
- Make recommendations for additional landscape needs
- Maintain landscape including mowing, trimming and weed control
- Create landscape maintenance schedule
- Assess and evaluate current conditions, products and utilities.
- Research “green” ideas and products that are cost effective.
- Create a plan for making Woodlands as environmentally efficient and sensitive as possible.
- Other facility projects as needed

**QUALIFICATIONS:** Must be a *self-motivated* individual with a sincere interest in this field. Attention to detail, punctuality, initiative and a strong desire are required. At least 18 years of age with related degree or prior experience required. Must have drivers license and/or reliable transportation,

**HOURS:** Interns should expect to work 10-20 hours per week. Time for breaks and meals is included and will be discussed.

**LENGTH:** A minimum 8- 10 week commitment.

**SALARY:** None

**HOUSING:** None

**INTERNSHIP JOB DESCRIPTION #5**  
**Technical Assistance**

**RESPONSIBILITIES:**

- Web site review and recommendations for enhancing the site.
- Assessment and recommendations for improving technical aspects of a wildlife rehabilitation facility.

**QUALIFICATIONS:**

Must be a *self-motivated* individual with a sincere interest in this field. Attention to detail, punctuality, initiative and a strong desire to learn and teach are required. At least two years of college with related degree or prior experience required. Must have experience in HTML and Dreamweaver software. Must have drivers license and/or reliable transportation.

**HOURS:** Interns should expect to work 15-20 hours per week. Time for breaks and meals is included and will be discussed.

**LENGTH:** A minimum 10-week commitment.

**SALARY:** None

**HOUSING:** None

## Internship Application Form

Name: \_\_\_\_\_

Permanent Address (street address): \_\_\_\_\_

(City, state, zip): \_\_\_\_\_

(country): \_\_\_\_\_

(phone): \_\_\_\_\_

**(email):** \_\_\_\_\_

Current Address (street address): \_\_\_\_\_

(City, state, zip): \_\_\_\_\_

(country): \_\_\_\_\_

(phone): \_\_\_\_\_

Date of Birth (month/day/year):

In case of emergency whom may we contact? (name, address, and phone number)

I am interested in the following Internship Program:

\_\_\_ Animal Care Giver - please note preference for full\_\_\_ or part\_\_\_ time.

\_\_\_ Wildlife Technician

\_\_\_ Environmental Education

\_\_\_ Facility Project

\_\_\_ Technical Assistance

Please let us know of your availability during the year.

## **Education and Professional training**

High School:

College/University:

Graduate School/ Professional Training:

List or attach copies of other professional licenses, permits, or certificates:

Are you currently vaccinated for rabies? (Yes/ No)

- If yes, please provide proof of vaccination

Are you currently vaccinated for tetanus? (Yes/ No)

Are you licensed to drive? (Yes/ No)

Will you have use of an automobile? (Yes/ No)

Are there any allergy or medical conditions we should be aware of?

If yes, please explain:

Comments:

Please return, along with resume and cover letter ASAP to:  
Woodlands Wildlife Refuge  
Internship Program  
PO Box 5046 Clinton, NJ 08809  
Fax – 908-730-8311  
wildlife\_rehab@yahoo.com