



## WOODLANDS WILDLIFE REFUGE, INC.

P.O. BOX 5046 CLINTON, NEW JERSEY 08809 (908) 730-8300 Fax (908) 730-8311 [www.woodlandswildlife.org](http://www.woodlandswildlife.org)  
[wildlife\\_rehab@yahoo.com](mailto:wildlife_rehab@yahoo.com)

### VOLUNTEER INFORMATION

Woodlands is a non-profit organization dedicated to the care and release of orphaned and injured wild mammals and reptiles since 1986. Located in Alexandria Township, Hunterdon County, NJ, we admit and treat over one thousand animals each year. This amazing feat is only possible through our specialized volunteer program.

**How you can help:** Take an essential role in helping us provide the high quality care and expertise for which we are known! Each of the volunteer opportunities outlined below are vital for our organization to continue fulfilling our mission. *The work is not glamorous* but it is crucial to the care of the animals, as well as fulfilling and educational for you! While previous experience with wildlife is wonderful, it is not required and all opportunities receive thorough training. Respect for wildlife and the importance of volunteering is key. You must be 16 years or older. Volunteer shifts are from early morning until late evening. We ask all volunteers to commit to a fixed weekly schedule. All scheduling is described in detail during orientation and training. Vacations and other commitments are honored and covered by our Absence Policy (see manual excerpt). The needs of the refuge change from month to month as the animals' progress and the seasons change. Flexibility is important. While we have fairly strict requirements, we make the best attempts to work out scheduling conflicts with serious minded and committed volunteers.

### VOLUNTEER OPPORTUNITIES AND REQUIREMENTS

\*Time requirements are the minimum

**HANDLERS:** Working hands-on with the animals, handling and feeding on a regular basis from their infancy to release. Every handler receives the same training regardless of previous experience and advances in skill each season. Other duties include, but are not limited to, cleaning cages, preparing food, dishes, laundry and other regular shift chores.

**Primary Handler:** Time requirement\* - 4 hour shift twice a week totaling 8 hours a week. This opportunity is for the serious volunteer who has time, flexibility and wishes to learn the most about wildlife and rehabilitation. Note: Pre-exposure rabies vaccination is the volunteer's responsibility and recommended for everyone.

**Secondary Handler:** Time requirement\* - 6 hour shift once a week. *This opportunity is limited to non- critical animals and non-rabies vector species.*

**ASSISTANTS:** Working closely with the animals without actually handling them. Other duties include, but are not limited to, cleaning, preparing food, dishes, laundry and other regular shift chores. This position helps a shift run smoothly and allows the handlers to concentrate on feeding and direct care.

**Primary Assistant:** Time requirement\* - 4 hour shift once a week.

**Secondary Assistant:** Time requirement\* - 2 hour shift. *This opportunity is limited to washing dishes, doing laundry and cleaning empty cages.*

**BEHIND THE SCENES:** Opportunities may be available in marketing, grounds maintenance, cage repair, public education, and current events or fundraisers, depending on season and need. General office and organizing skills are also welcome. *If you have a skill you think may benefit us, but you are not interested in the above, please let us know!*

After reading this material, we hope you take the next step by filling out the application and returning it. You will then attend the required 2 hour orientation which will include a more detailed discussion of refuge policies and expectations.

**A \$5.00 nonrefundable donation is required with your application to reserve your spot and offset costs (and can be paid online, by phone, or by check to the above address).**

*We truly hope you decide to join the volunteer program at Woodlands. We know your time spent here will be wonderfully educational and fulfilling. It is an opportunity to give back to the incredible realm of nature that we take from so readily.*

**Tracy Leaver**, Executive Director      **Melissa Anahory**, Program & Operations Assistant  
**Heather Freeman**, Wildlife Care & Volunteer Supervisor      **Amy Shivers**, Wildlife Care Assistant

## VOLUNTEER INFORMATION/APPLICATION

Name (please print): \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Birthday (mo/day/yr) \_\_\_\_\_

Phone: home ( ) \_\_\_\_\_ - \_\_\_\_\_ work ( ) \_\_\_\_\_ - \_\_\_\_\_ cell ( ) \_\_\_\_\_ - \_\_\_\_\_

e-mail: \_\_\_\_\_ Place of employment \_\_\_\_\_

Emergency contact: Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell( ) \_\_\_\_\_ - \_\_\_\_\_

   I am very interested in volunteering and will attend Volunteer Orientation meeting scheduled for \_\_\_\_\_, at \_\_\_\_:\_\_\_\_. *Orientation dates can be found at [www.woodlandswildlife.org](http://www.woodlandswildlife.org)*  
Directions will be sent as confirmation after receiving this application.

**I have read and understand the requirements and expectations for each volunteer opportunity and have included my \$5.00 orientation donation. Please circle the opportunity you are most interested in applying for.**

HANDLER-- Primary      Secondary                      ASSISTANT--      Primary      Secondary

OTHER – Explain \_\_\_\_\_

**I am available to volunteer on (circle one or more):**

***Please review the time requirements for the opportunity you have chosen.***

MON	TUES	WED	THUR	FRI	SAT	SUN	Flexible
	MORNING	AFTERNOON		EVENING		Flexible	

*Please include at least one personal and one professional reference and contact information.*

**Do you have any experience with wildlife? Please explain below or use additional sheet.**

**Have you had the pre or post exposure rabies vaccine? If yes, please provide proof.**

**Do you have other experience with animals? Please explain below or use additional sheet.**

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

**If yes, please explain:**

**Have you ever been convicted of a crime?**

**If yes, please explain:**

*Mail, email or fax this completed form to Woodlands Wildlife Refuge.*