



WOODLANDS WILDLIFE REFUGE, INC.

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

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 raising wild orphans and the nutritional needs of that 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 have completed at least two years of college or have some experience and/or references in the chosen area. 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. Thank you again for your interest in Woodlands Wildlife Refuge. For more information about Woodlands please visit us at woodlandswildlife.org.

Sincerely,

Melissa Anahory
Program and Operations Assistant

Celia Vuocolo
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 intaking 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 two years of college 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 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 the environment and educating the public about wildlife. 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 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 #3

Cage Design and Building

RESPONSIBILITIES:

Design new caging and enclosures as required
Repair old caging and enclosures as required
Enrichment
Construction
Maintenance – Develop maintenance checklist for caging and enclosures

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 two years of college with related degree or prior experience required. 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 8- 10 week commitment.

SALARY: None

HOUSING: None

INTERNSHIP JOB DESCRIPTION #4

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 are required. At least two years of college with related degree or prior experience. 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 JOB DESCRIPTION #5

Landscape Maintenance & Garden Development

RESPONSIBILITIES:

- 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

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 two years of college with related degree or prior experience required. Must have drivers license and/or reliable transportation,

HOURS: Interns should expect to work 10-15 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 #6

Greening of Woodlands

RESPONSIBILITIES:

- 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.

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 two years of college with related degree or prior experience required. Must have drivers license and/or reliable transportation,

HOURS: Interns should expect to work 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

Woodlands Wildlife Refuge 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.

___ Environmental Education

___ Technical Assistance

___ Garden Design and Landscape Maintenance

___ Cage Design & Building

___ Greening of Woodlands

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