



## WOODLANDS WILDLIFE REFUGE, INC.

P.O. Box 5046 - Clinton, NJ 08809

Phone (908) 730-8300 Fax - (908) 730-8311

www.woodlandswildlife.org

### INTERNSHIP OPPORTUNITIES

Thank you for your interest in Woodlands Wildlife Refuge's Internship Programs.

Established in 1986, Woodlands Wildlife Refuge cares for New Jersey's wild mammal and reptile species and is the only facility licensed to work with black bears. Each year, Woodlands provides care to hundreds of injured and orphaned wild animals with the goal of returning them to the wild. Our internship programs give interns hands-on experience in and around the field of wildlife rehabilitation and as an intern; you will play an important role in helping many of these animals survive.

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 and are required for giving vaccinations or other medical attention.

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 services 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 your resume, a cover letter, and a completed application to Woodlands Wildlife Refuge, Attn: Internship Program, P.O. Box 5046 Clinton, NJ 08809.

For additional internship information, please contact Kelly Darish 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.

#### **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
- 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
- Assist with patient medical procedures
- 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*
- *Identifying common diseases*
- *General record keeping and data base entries*
- *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.*
- *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. Have the 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 - 45 hours each week. Time for breaks and meals is included and will be discussed. Weekend and evening work may be 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/improve existing education programs
- Assist with new program development
  - Design new programs
- Develop activities for programs
- Design brochures for programs
- Create hand outs for programs
- Develop fee schedule for various groups
- Develop a marketing plan for programs
  - Schools, organizations, etc.
- Schedule programs
- Implement programs
- Conduct programs

**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 30 hours per week. Time for breaks and meals is included and will be discussed.

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

**SALARY:** None

**HOUSING:** None

## **INTERNSHIP JOB DESCRIPTION #3**

### **Cage Design and Building**

**RESPONSIBILITIES:**

Design new  
Repair old  
Enrichment  
Construction

**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 30 hours per week. Time for breaks and meals is included and will be discussed.

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

**SALARY:** None

**HOUSING:** None

## **INTERNSHIP JOB DESCRIPTION #4**

### **Technical Assistance**

**RESPONSIBILITIES:**

- Research phone answering systems for multiple info lines
- Web site review
- Data base review
- Other recommendations for improving technical aspects of a wildlife rehabilitation facility.

**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 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 30 hours per week. Time for breaks and meals is included and will be discussed.

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

**SALARY:** None

**HOUSING:** None

## **INTERNSHIP JOB DESCRIPTION #5**

### **Garden Development & Landscape Maintenance**

#### **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

#### **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 30 hours per week. Time for breaks and meals is included and will be discussed.

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

**SALARY:** None

**HOUSING:** None

## **INTERNSHIP JOB DESCRIPTION #6**

### **Greening of Woodlands**

#### **RESPONSIBILITIES:**

- 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 30 hours per week. Time for breaks and meals is included and will be discussed.

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

**SALARY:** None

**HOUSING:** None

**Woodland Wildlife Refuge**  
**Attn: Internship Programs**  
**P.O. BOX 5046 CLINTON, NJ 08809**  
**Fax (908) 730-8311**  
**Email: wildlife\_rehab@yahoo.com**

**Internship Application Form**

Please fax, email or send your completed application form along with your resume and cover letter to the address above:

Name:

Date:

Permanent Address (street address):  
(City, state, zip)  
(country)  
(phone)

Current Address (street address):  
(City, state, zip)  
(country)  
(phone)  
(email)

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

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)

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

Are you licensed to drive? (Yes/ No)

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

Do you have any allergy or medical conditions we should be aware of? (Yes/No)

If yes, please explain:

Comments: