



## Woodlands Wildlife Refuge

P.O. BOX 5046 CLINTON, NEW JERSEY 08809 (908) 730-8300 Fax (908) 730-8311  
www.woodlandswildlife.org

### VOLUNTEER INFORMATION

Dear Interested Volunteer:

Thank you for your interest in Woodlands Wildlife Refuge! We are a 501c3 charity located in Alexandria Township, Hunterdon County, NJ dedicated to the care and release of orphaned and injured wild animals. Woodlands handles hundreds of animals a year of many native mammal and reptile species. Our main goal is the release of these animals back to the wild. Only through our volunteer program can we handle these numbers and provide the high quality care and expertise we are known for. Through the hard work and dedication of our volunteers we enjoy a high success rate of returning animals to the wild. As a volunteer you would be a crucial and important part in helping us achieve our mission.

Volunteer needs are varied and include everything from the care and feeding of animals, to building cages, mowing the grass, and many other behind the scenes opportunities. *It is not glamorous work* but it is vital to the care of the animals, as well as, fulfilling and educational for you! You must be at least 16 years of age and the only experience needed is an appreciation for wildlife and the importance of volunteering. Training is hands on and given by experienced volunteers and staff. No matter which of the volunteer opportunities you choose, each is extremely important and worthwhile. Your gift of time will always be appreciated.

***Please review the enclosed information carefully. Fill out the application and return it to us ASAP.*** We conduct orientations for volunteers several times a year. If there is no date on this form we will inform you of the next orientation. Once you have registered for an orientation we will send directions as confirmation. Please visit our web site at [woodlandswildlife.org](http://woodlandswildlife.org) for more information.

We look forward to meeting you and sharing Woodlands.

Tracy Leaver, Executive Director     Danny Mendez, Wildlife Care and Volunteer Supervisor  
Melissa Anahory, Program and Operations Assistant

### VOLUNTEER OPPORTUNITIES AND REQUIREMENTS

**HANDLER (WORKING HANDS ON WITH ANIMALS):** This is the handling and feeding of a variety of animals on a regular basis from their infancy to release. You will also be cleaning cages, preparing food and taking part in other regular shift chores. You will be well trained in all aspects of animal handling. The time requirement for this work is a *minimum* of two times per week for a minimum of 4 hours each shift. **The serious commitment of time for this volunteer position is essential to gain the experience needed to safely handle wild animals that grow and change rapidly from week to 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 recommended for everyone and is the responsibility of the volunteer.

**ASSISTANT:** This is working up close and personal with the animals without actually handling them. You will work closely with other volunteers on your shift to prepare food, bedding and other shift chores. This position helps a shift run smoothly and allows the handlers to concentrate on feeding and direct care. The time requirement for this position is a *minimum* of once a week for a 4 hour shift. There may be an opportunity to work closely with our education animals.

**CAGING AND FACILITY MAINTENENCE:** Our cages and facility are always in need of repair, reworking, improving or rebuilding. This position would include carpentry, painting, etc. An eye for planning and carrying out projects to completion, as well as flexibility, is required. The time requirement is a *minimum* of twice a month to look over these areas and plan and execute repair work.

**BEHIND THE SCENES OPPORTUNITIES:**

Education Committee is active in marketing, developing and presenting our science based education programs to the general public, community groups and schools.

Our Fundraising Committee plans our signature events and develops new fundraising opportunities.

General office work and organizing skills are always welcome

*If none of the above opportunities will work for you but you have a talent or skill you think may be beneficial to us please let us know!*

**GENERAL INFORMATION:** During our busy season, **early March through mid-November**, there are 3-4 shifts daily that last approximately 4 hours. We require our volunteers to commit to a weekly schedule. Our preference is that you have a set schedule (example: every Tuesday & Friday at 11:30.) All scheduling will be gone over in detail during orientation and training. Vacations and other commitments are honored and covered by volunteers working together to “sub” for each other. During the winter, **mid-November – February** the shifts needs are condensed to once a day and Handlers are given the option to reduce to one shift a week.

The needs of the refuge change over the course of the year and some shifts come and go as the animal’s progress and the season moves on. Flexibility is key here. While we have fairly strict requirements nothing is written in stone and we do what we can to work things out with serious minded and committed volunteers.

**After carefully reviewing this material, we hope you will take the next step by filling out the application and returning it by the date requested on the application. You will then attend your selected 2 hour orientation.** This session will include a more detailed discussion of refuge policies and expectations, and answers to your questions. It will conclude with a tour of the facility.

*We truly hope you decide to join the volunteer program at Woodlands. We know that 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.*

## VOLUNTEER APPLICATION

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

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

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

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

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

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

**I will attend** the Volunteer Orientation meeting checked below. I understand directions will be sent as confirmation.

**I am unable to attend** this Volunteer Orientation meeting(s). Please inform me of the next scheduled orientation.

I will attend the Volunteer Orientation meeting scheduled for \_\_\_\_\_, at \_\_\_\_:\_\_\_\_.

I will attend the Volunteer Orientation meeting scheduled for \_\_\_\_\_, at \_\_\_\_:\_\_\_\_.

**I am interested in the following volunteer opportunity(s):**

HANDLER  ASSISTANT  EDUCATION  FUNDRAISING

FACILITY MAINTENANCE  OFFICE  OTHER (please explain)

**I am most able to volunteer on (check one or more):**

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

**Preferred Day(s):**  MON.  TUES.  WED.  THUR.  FRI.  SAT.  SUN.  I can be flexible

**Preferred Time(s):**  MORNING  AFTENOON  EVENING  LATE EVENING  
 I can be flexible

Do you have any experience with wildlife? Please explain on back of this sheet or use additional sheet.

Have you had a pre or post exposure rabies vaccination? If yes, when and please provide proof.

Do you have other experience with animals? Please explain on back or use additional sheet.

Please include personal and professional references.

***Mail or fax this completed form to Woodlands Wildlife Refuge. Please include at least one personal and one professional reference and contact information.***