

# California Wildlife Center

## 2018 Wildlife Admissions Internship

### Job Description

**Job Title:** Wildlife Admissions Internship

**Division:** Animal Care  
**Reports To:** Hospital Manager  
**FLSA Status:** Seasonal  
**Prepared Date:** November 2017

**Summary:** During this unpaid Internship you will assist staff with patient admissions from the public, fielding calls on the emergency hotline, and coordinating patient transports. CWC receives over 10,000 calls per year. This immersive experience will allow you to learn how to identify Native Southern California Wildlife and how to assist in wildlife/human conflict resolution. The primary focus of this internship is communicating with the public about wildlife issues. Although there will be exposure to wildlife, animal husbandry is not a skillset that will be taught during the Admissions internship.

#### **Sessions, schedule, and housing:**

There will be four sessions of approximately 10 weeks each.  
The weekly requirement is 24-32hrs comprised of 3- 4 shifts that are 8 hours each.  
Three-day weeks and four-day weeks will alternate.  
Each shift will be 8am – 4:30p  
Housing is the responsibility of the applicant and must be within a reasonable distance from CWC. California Wildlife Center is unable to provide housing.

***Start dates are generally flexible within reason.*** Weekly time commitments can be adjusted at the Hospital Manager's discretion.

Proposed 2018 session dates are:

Session 1: February 26th - May 6 (2 positions available)  
Session 2: April 30th- July 8th (2 positions available)  
Session 3: July 2nd - September 9th (2positions available)  
Session 4: September 3rd – November 11<sup>th</sup> (2 positions available)

**Essential Duties and Responsibilities** include the following (other duties may be assigned):

- Admit animals from the public
- Answer the emergency hotline and respond to voicemail
- Advise members of the public regarding wildlife inquiries who are often in stressful situations
- Quickly ID Native and Non-Native Southern California Wildlife through cell phone pictures sent by rescuers
- Administrative duties including filing, photocopying and data entry
- Coordinating transport of patients to and from CWC
- Other tasks as required

**Qualifications:**

- Must be 18 years of age or older
- Science studies, natural science studies, or animal care background preferred.
- Must have respect for wildlife and courtesy toward the public

**Job Requirements:**

- Must be able to perform physically demanding tasks such as cleaning, lifting, bending, stooping, etc
- Must be able to answer emergency phone calls in a calm manner
- Must be able to work independently and as a team member
- Must be able to perform tedious tasks for long periods of time
- Must be able to work quickly and efficiently while following directions and procedures
- Must be able to multitask and work in a stressful environment.
- Must be able to work long hours with few breaks
- This is an unpaid internship

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate ratio and percentages.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to handle or feel; reach with hands and arms; talk or hear and smell. The employee is frequently required to stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an intern encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely exposed to toxic or caustic chemicals; routine exposure to zoonotic diseases, aggressive and feral animals; routinely exposed to mechanical moving parts; and outside weather conditions.

### **Contact:**

To apply, please submit a resume and your letter of intent to the email below. Your letter of intent must **state the session you are applying for and detail interests, experience, housing accommodations, and overall availability**. If you qualify, a telephone interview will be scheduled after your application has been received. If you have any questions, please email Denys Hemen at [denys@cawildlife.org](mailto:denys@cawildlife.org).

There is no deadline by which you must apply; positions for all sessions are filled on an ongoing basis as qualified candidates are found. However, Positions fill quickly so be sure to apply early.

EOE/M/F/D/V