

California Wildlife Center

Wildlife Admissions Internship

Job Description

Job Title: Wildlife Admissions Internship

Division: Animal Care

Reports To: Hospital Manager/Volunteer Manager

FLSA Status: Ongoing

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 30,000 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 is potential exposure to wildlife, animal husbandry is not a skillset that will be taught during the Admissions Internship.**

Sessions, schedule, and housing:

Each internship is approximately 10 weeks.

The weekly requirement is 24-32hrs comprised of 3- 4 shifts that are 8 hours each.

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.

Essential Duties and Responsibilities (other duties may be assigned):

- Admit animals from the public
- Answer the emergency hotline and respond to voicemail
- Advise members of the public, who are often in stressful situations, regarding wildlife inquiries
- 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 shelter transport
- Other tasks as required

Qualifications:

- Must be 18 years of age or older
- 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.

Physical Demands:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 Volunteer and Outreach Manager at kristilee@cawildlife.org. **Your letter of intent must state when you are available to intern and detail interests, experience, and housing accommodations (including city/area). A rabies pre-exposure vaccine is NOT required, but if you have had one please include this information in your letter of intent.** If you qualify, a telephone interview will be scheduled after your application has been received.

There is no deadline by which you must apply. Positions are filled on an ongoing basis as qualified candidates are found.