

# California Wildlife Center

## 2024 Wildlife Help Hotline & Outreach Internship

**Job Title:** Wildlife Help Hotline & Outreach Internship  
**Division:** Animal Care  
**Reports To:** Wildlife Technicians/ Administrative Coordinator

**Summary:** California Wildlife Center is a resource to the community in more ways than one. Before wildlife patients make their way through the doors of the facility, CWC is in communication with the finders of these animals and can provide, advice, education, and resources to properly assess and intervene in situations involving wildlife. This internship will focus on assisting the wildlife technician staff by operating the wildlife texting hotline, properly identify California native wildlife, assist with wildlife/ human conflict resolution, and assist the Education and Outreach Manager with activities and educational tabling for community events, schools, and camps throughout Los Angeles. **Although there will be exposure to wildlife handling, animal husbandry is not a skill set that will be taught during the Wildlife Help Hotline and Education and Outreach Internship.**

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

- All interns may receive a mileage reimbursement at the end of their session, up to \$1,000.
- Each internship is approximately ten weeks.
- The weekly hour requirement is 24-32 hours per week comprised of four shifts that are generally 8 hours each (including a 30-minute lunch break), for a total of 300 hours during the length of the internship.
- Most shifts will be 8am-4pm and will include at least one weekend day and possibly holidays. Day to day scheduling may vary depending on event dates and times.
- California Wildlife Center is unable to provide housing. Housing and reliable transportation are the responsibility of the applicant due to the remote location of the facility.

### **What interns will be taught how to and then be responsible for:**

- Accept and admit a wide variety of wildlife safely from the public, including raptors, pelagic birds, songbirds, and mammals
- Be aware of and follow Highly Pathogenic Avian Influenza (HPAI) protocols
- Answer the wildlife hotline text messages in a timely manner
- Advise members of the public regarding wildlife inquiries, who are often in stressful situations, in a calm, courteous, and professional manner
- Learn how to quickly identify Native and Non-Native Southern California Wildlife through cell phone pictures sent by members of the public
- Accept and process donations from the public
- Solicit donations from members of the public
- Administrative duties that include filing, photocopying, and data entry
- Coordinating transport of patients to and from CWC
- Attend community events and school and camp educational programs with the Education and Outreach Coordinator to give presentations, table, and assist with hands on activities
- Other tasks as required

**Qualifications:**

- Must be 18 years of age or older
- Must have respect for wildlife and courtesy toward the public

**Requirements:**

- Must be able to perform light physical tasks such as bending and lifting
- 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 work quickly and efficiently while following directions and procedures
- Must be able to multitask and work in a stressful environment.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Proficiency in a language other than English is desired but not required.

**Contact:**

Applicants must submit a resume/ CV and a letter of intent to Jasmine Regalado, the Volunteer Coordinator at [jregalado@kawildlife.org](mailto:jregalado@kawildlife.org). **The letter of intent must state the months in which the intern is available, detail interests related to the internship, discuss any previous experience, and mention the city the intern will be commuting from. A rabies pre-exposure vaccine is NOT required, but if an intern has received the vaccine, they can include this information in the letter of intent.** A telephone interview will be scheduled with qualified applicants after their application has been received and reviewed.

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

**Prepared Date:** July 2024