**Summer Intern Program**

**(May-August)**

**Intern candidates should be currently enrolled in a college program such as biology, pre-veterinarian, wildlife management, environmental conservation, or other related course of study. This program is a multi-faceted experience which covers various aspects of running a wildlife facility. Comprised of both hands-on and classroom/field instruction, interns will acquire skills in captive wildlife husbandry, public relations, observation & documentation of animal behaviors (ethology), and basic non-profit office/operations management skills.**

**Required Skills:**

* Ability to work with public (public speaking)
* Team player, yet able to work independently
* Capable of performing physical labor
* Basic knowledge of wolves, foxes, coyotes & their role in ecosystem
* Attributes of being reliable, friendly, flexible, & trustworthy

**Primary Duties:**

* Provide educational information to visitors with focus on wolves and environment
* Lead educational guided tours throughout the Center
* Assist with planning & implementation of educational ecology and/or wildlife-based programming for school and/or summer camp groups
* Lead informational ecology woodland hikes with a focus on local flora & fauna
* Create educational materials for our classroom and information kiosks
* Lead and present Wolf Communication Programs
* Assist with vegetation management tasks such as mowing, weeding, clearing brush, planting trees, and trail creation/maintenance
* Assist with building projects such as picnic tables, wooden fences, enclosures, animal shelters, and enrichment stations
* Upon approval of Head Animal Caretaker, assist with administering animal medications, feeding, watering, and maintenance/cleaning of animal enclosures
* Develop and implement appropriate animal enrichment programs
* Observe & document animal behaviors
* Collect admissions and/or run gift shop register
* Participate in weekly education sessions

**Internship Specifics:**

Interns will work under the direction of both the Head Animal Caretaker and the Intern Coordinator. A ***minimum commitment*** of 20 hours per week for ten consecutive weeks is expected. The program begins the last week in May and concludes at the end of the first week in August.

**Schedule:**

There will be a 3-hour **mandatory** Sunday initial training, tour shadowing, paperwork day in early May (date to be determined.) The official intern program begins the last Wednesday in May and concludes at the end of the first week in August for a total of 10 weeks. However, many past interns have begun sooner and/or stayed on longer based on their desires.

Additional Hours:

* One overnight Camp with the Wolves Program
* Wolves & Watermelons event

Weekly Schedule:

Wednesdays 10 am – 3 pm

Thursdays 10 am – 3 pm

Fridays 10 am – 3 pm

Saturdays 10 am – 3 pm

**Evaluations:**

On-going formal evaluations of an intern’s performance will be conducted on a bi-weekly basis and will be based on input from the Intern Coordinator, Head Animal Caretaker, and other pertinent staff at the Center. During the conversations, interns will have the opportunity to provide feedback and set goals for the next two-week period. Copies of these evaluations will be emailed to both intern and their academic advisor. A final evaluation of the intern’s overall performance will be conducted at the conclusion of the program.

**Application Process:**

Applications are available on-line and may be submitted at any time, however, the review/interview process will not begin until February. At that time, the Intern Coordinator will review your application and if you appear to be a solid candidate for our program, you will be contacted for an interview. The preferred method for this interview is via Zoom and lasts about 30-45 minutes. If you continue to be a good match, a reference check will be conducted, and you will be scheduled to meet with our Head Animal Caretaker and receive an on-site tour of our facility. Applicants are usually notified within 48 hours of this second interview as to whether or not they have been selected to participate in TWMNC’s internship program.

**Please print and complete all pages. Incomplete applications will not be honored.**

**General Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you at least 18 years of age? \_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing Address:**

Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education:**

Name of College/University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s Name & Email/Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment:**

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we call your employer for a character reference? Yes No

If no, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Background:**

Have you ever been convicted of any criminal offense? Yes No

If yes, please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our nature center often has children on premises,

do you have any legal restrictions about being around children? Yes No

If yes, please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References:**

**Please submit a minimum of two letters of recommendation with your application.** These letters must be from individuals with whom you have a professional, not personal, relationship and who can attest to your work ethic and character. They should be on letterhead stationery and be signed. It is nice if we hear from both teachers/professors and employers or other supervisors.

I authorize The Wolf Mountain Nature Center to contact my references to verify information I have provided in this application. I authorize references to provide such information about me. I hereby release and hold harmless from liability any person or organization that provides information. I attest that all the above information given is true, complete, and correct.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Schedule:**

There will be a 3-hour **mandatory** Sunday initial training, tour shadowing, paperwork day in early May (date to be determined.) The official intern program begins the last Wednesday in May and concludes at the end of the first week in August for a total of 10 weeks. However, many past interns have begun sooner and/or stayed on longer based on their desires. Additional hours are available to meet college credit hour requirements.

Additional Hours:

* One overnight Camp with the Wolves Program
* Wolves & Watermelons event

Weekly Schedule:

Wednesdays 10 am – 3 pm

Thursdays 10 am – 3 pm

Fridays 10 am – 3 pm

Saturdays 10 am – 3 pm

**Tell Us about You:**

What attracted you to our internship program?

What special skills, experiences, courses, or hobbies do you have that might be useful to our center?

Besides experience, what do you hope to gain from this internship? How do you hope to apply it to your future goals?

**Release Statement**

The undersigned recognizes and acknowledges that The Wolf Mountain Nature Center Internship Program may include certain inherent risks associated with the activity of participation in our Internship Program and in working with and around non-domestic animals including, without limitation, bodily injuries and property damages. Further, the undersigned hereby assumes each of the risks above and releases and discharges claims, costs and expenses, attorney’s fees, compensation and all other consequential or other damages now accrued or hereafter to accrue to or for the benefit of the undersigned on account of or in any way arising out of the participation by the undersigned in the Internship Program at The Wolf Mountain Nature Center.

I acknowledge that I have medical insurance coverage and will provide my Carrier’s name and policy number should I be accepted into the internship program.

Furthermore, the undersigned agrees to observe and obey all posted rules and warnings, and further agrees to follow any and all oral instructions, directions, and protocols given by The Wolf Mountain Nature Center, its employees, agents, and representatives.

The undersigned also agrees that any photographs or audio-visual recordings taken at The Wolf Mountain Nature Center will be used only for private non-commercial purposes, and that no other use of such photographs or recordings will be made without the prior written consent of The Wolf Mountain Nature Center.

I confirm I am at least 18 years of age.

I acknowledge that I have read, understand, and fully agrees to the above.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Expectations**

**(please initial each item)**

1. As an intern, I understand I am required to commit to the minimum 20 hour a week for 10 weeks schedule as presented to me. I also understand that missing more than 3 of my scheduled shifts will likely result in termination of my internship. I further understand that this is not a paid internship. Int.\_\_\_\_\_\_\_\_
2. I understand that this is a working internship. I will be required to contribute to the overall care and success of TWMNC property and animals and that the work will be dirty and sometimes difficult. I further understand that I will be working near animals and equipment that could potentially hurt me and that inclement weather or other unpleasant things may occur. Int.\_\_\_\_\_\_\_\_
3. I understand that if my performance does not meet TWMNC standards, I may be put on probation or suspended from certain tasks. If the problem or issue continues, my internship may be terminated. Int.\_\_\_\_\_\_\_\_
4. I understand that I will be required to be respectful of TWMNC’s rules, animals, grounds, equipment, and other people and their property. Int.\_\_\_\_\_\_\_\_
5. I understand that smoking is prohibited at TWMNC. I further understand that the use of alcohol or illegal drugs on Center property or reporting to my shift under the influence of such will be cause for immediate termination of my internship. Int.\_\_\_\_\_\_\_\_
6. I understand that I may not use my cell phone during my shift except in the case of an emergency. This includes the taking of photos, videos, recordings, etc. (unless specific permission has been given by the Head Animal Caretaker prior to usage.) I understand that my cell phone is never allowed inside an animal enclosure. Int.\_\_\_\_\_\_\_\_
7. I understand that public speaking and public education is a crucial component of TWMNC’s goals, thus I will be required to partake in both. I understand that I will shadow tours three times and then be expected to be able to give a successful independent tour. If I need another chance, I will shadow another tour and retry my own tour. If I am again unsuccessful, I will be in review to determine if TWMNC is the right fit for me. Int.\_\_\_\_\_\_\_\_
8. I understand that the Head Animal Caretaker cabin is private property and that I am not allowed to trespass onto that portion of TWMNC unless I am specifically invited. Int.\_\_\_\_\_\_\_\_
9. I understand that I will be expected to wear a provided TWMNC shirt and approved attire while the Center is open to the public. On non-public days, I may wear other approved clothing/footwear. I understand that at no time may I wear revealing clothing or that which contains distasteful slogans or graphics. Int.\_\_\_\_\_\_\_\_
10. I understand that I will respect and follow the rules of TWMNC and that failure to do so may result in an automatic write-up or termination, depending on the severity of the infraction. Int.\_\_\_\_\_\_\_\_\_

**Internship Specific Goals**

**This form is to help us understand the specific needs of your individual internship experience. While TWMNC has set tasks for interns, we also try to customize the requirements of various majors and areas of studies, especially through our weekly educational lectures and presentations.**

**Working with your advisor, please create 3-5 goals you aim to achieve while interning with us.**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**College/University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Goals:**

 **1.**

 **2.**

 **3.**

 **4.**

 **5.**

**Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**On-going evaluations of an intern’s performance will be conducted on a bi-monthly basis and will be based on input from the Intern Coordinator, Head Animal Caretaker, and other pertinent staff at the Center. During the conversations, interns will have the opportunity to provide feedback and set goals for the next two-week period. Copies of these evaluations will be emailed to both intern and his/her academic advisor. A final evaluation of the intern’s overall performance will be conducted at the conclusion of the program.**

**Internship Application Submission Checklist**

*Use this to verify you are submitting a complete application. Incomplete applications will not be processed. Please do not alter the format of required forms. This page does not need to be submitted to us.*

\_\_\_ Completed application form (3 pages)

\_\_\_ Release Statement

\_\_\_ Initialed Internship Expectations

\_\_\_ Internship Specific Goals form signed by advisor

\_\_\_ Minimum of two letters of recommendation. (These letters must be from individuals with whom you have a professional, not personal, relationship and who can attest to your work ethic and character. They should be on letterhead stationery and be signed. It is nice if we hear from both teachers/professors and employers or other supervisors.)