



### Internship application for Critter Care Wildlife Society 2022/2023

unsuccessful applicants will not be contacted. Applicants must be 18 years or older.

The applicant understands that internships are strictly volunteer positions and that you will not be paid any monies, but you will receive room and board.

All information disclosed in this application is confidential this is for your safety and the safety of others. it is imperative that you answer all questions truthfully and completely.

Full Name(s):
Sex:
Date of birth ( dd/mm/yyyy):                      /                      /                      age:
Mobile number: + (   )
Current address:
City:
Postal code or zip code:
Email:

Must be a minimum of 2 months between February- September
Minimum 1 month for October- January
Desired arrival date:
Desired leaving date:
How many weeks/ Months:

Are you vaccinated for covid 19?:	How many shots?:
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Emergency contact information, Name:
Relation to you?    Contact Phone number: + (   )



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Is this Internship school related?:	
If yes, what are you studying and what year are you in?:	
Name of institute/ School:	
Tutors name:	Contact details:

Where have you volunteered before?:
How long for?:
What duties did you preform?:

Current or most previous occupation:
How long for?:
What duties did you preform?:

Where did you hear about the CCWS internship?:
We require criminal check/ police check would you be able to provide one?: Please sent to <a href="mailto:crittercare7@shaw.ca">crittercare7@shaw.ca</a>
What are you future career aspirations?:
What skills can you bring to CCWS?:
Why do you want to be a intern at CCWS?:
Interning at Critter Care involves being on your feet for hours at a time, repetitive work, physical labor like lifting heavy objects (over 50 lbs.), and outdoor work during all types of weather (painting, scrubbing etc.) are you willing and able to preform these types of duties? Please note: this is not a 9-5 experience.

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Any disabilities/ conditions, mental or physical we should be aware off?:

You will be required to purchase the following before coming to CCWS:

- Good pair of boots
- Gloves
- Waterproof pants/ jacket
- 2x lab coats labelled - if coming in April- September (one to wear, one to wash)
- Head torch
- Plug Adapter (if coming internationally)
- Strong hand moisturizer

### **General expectations**

You will be sharing a space with other interns in 1 of 4 cabins which are unisex. Cabin changes will happen monthly, to ensure interns get to meet new people. Cabins will be inspected randomly. They are shared and we ensure that they are kept tidy, for everyone's benefit. There is one kitchen, two bathrooms. You must supply any speciality foods you require for your diet i.e., specialised diets, allergies or intolerances. (Crittter Care Wildlife Society supplies the basics. Such as milk, bread etc.) You are responsible for all your own cooking and cleaning. Do not eat other people's food without asking. No parties, no visitors, and no sleepovers. If you have friends or family, you must go off site. If you are unwell and cannot work your shift, please let the Animal Care team know before the workday.

Health insurance is required (If not Canadian), please purchase before coming for the internship. If you are not a Canadian citizen, you must bring \$200+ in cash in case you need to go to a medical clinic. You may be reimbursed by your insurance company when you return home. Crittter Care will not be responsible for medical expenses

After submitting the application to [critttercare7@shaw.ca](mailto:critttercare7@shaw.ca) we will contact you to arrange an informal interview. If you are accepted, a deposit of \$200.00 and a \$25.00 admin fee is required (total \$225). Credit card will only be accepted (not debit or debit visa) please note: if you decide to cancel for any reason, this deposit will not be returned to you.

The animals come first. No exceptions. Their care and well-being must be your top priority during your stay at Crittter Care. We guarantee that your time with us will be one of both tremendous rewards and difficult times. Particularly during baby season, you can be sure that it will be physically, emotionally and in every way exhausting! However, there is no better feeling than seeing your babies grow up strong and healthy or being witness to the release of an animal that you have spent weeks helping to regain its strength. Keep this in mind during the difficult times!

As an intern, you do not have official hours of work. Although ideally you will end work when the centre closes for the day, you are expected to continue working until the work is done. During baby season, this may often mean working past 10 or 11pm in the evening. This can amount to very long days and many hours of work!

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During baby season, you may be doing feeds throughout the night. You may also be finishing your last feed after 12am and getting up at 6 or 7am for your first feed. Be prepared!

In return for your work with us, you will be provided with Basic accommodation and basic foods. This includes things such as bread, pastas, rice, milk, cheese, cereal, etc. If you have any special desires (such as meats or sweets) you must buy these yourselves. You will not be receiving any monies for your work, but you are gaining invaluable experience that will almost certainly help you to find work in related animal fields in the future. We will also provide you with a reference letter after the completion of your internship.

You are expected to be out of bed, and ready for the morning meeting with interns and Animal staff at 8:45 am. This means you must be finished showering, and have had breakfast (with your dishes washed, dried and put away) by this time.

Computers and phones are used only for work purposes in work hours.

Although the supervisors will try their best to help the interns with their work, keep in mind that they have their own work to do. Also, unlike the interns, they are expected to finish work at the end of their 8-hour shift (unless there are special circumstances).

Days off: You will be given 2 days off per week; however, it is unlikely that they will be 2 days in a row. If you need specific days off, we will do our best to accommodate you, but this is not guaranteed, and you must request it far enough in advance. During baby season, you are responsible for your babies 7 days a week. This means you must be there to do all your feeds on time.

Although you are welcome to leave the property during your time off, we ask that you fill out the sign-out book every time you do so. This is for fire safety, so we are aware of who is on site. Please keep in mind that Critter Care is in an isolated area with no nearby public transportation. Downtown Langley is a 20-minute drive away. Although you may be able to catch a ride with someone, this is not guaranteed so you may need to call a taxi. Also, during baby season you must be back in time to do any baby feeds that you have. No off site sleepover without consulting the senior supervisor first.

We do not have a veterinarian onsite. The Animal Care team are trained to handle basic care and medical procedures, but any extreme cases are brought to our veterinary partners offsite. Although the Animal Care team will make every effort to bring those interns who are interested to the vet with them, it will depend on the amount of work needing to be done at the centre, and this is not guaranteed. As an intern you will probably also be trained to perform basic procedures such as injections and admittance exams.

There are certain difficult realities to wildlife rehabilitation that everyone must be prepared to deal with. These include deaths and euthanizing animals. Sometimes despite your best efforts an animal will not make it, and this can be difficult to deal with. Although it can be little comfort, remember that at least it was somewhere where it was warm and safe for its final moments. Although you will not be performing euthanasia, you must be prepared for the possibility that it will occur during your stay. Sometimes it is more humane to end an animal's suffering rather than let it continue. This may also include euthanasia of very young eyes closed babies – unfortunately we have limits on our time (and money) and it is more humane to euthanize these young animals that are somewhat unaware of their surroundings than to euthanize older babies who know what is going on later in the season.

Although we encourage people to nurture the animals in our care, there is a fine line between nurturing and playing with. Mammals are easily imprinted and an animal that has no fear of people will not survive in the wild. Our animals will be released eventually and, particularly when release time is approaching, it is important to remember that you must interact with them as little as possible. They must learn to depend on each other and not their human caregivers. We do not allow people to play with the animals. If this is your interest, you will not do well at Critter Care.

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It is not guaranteed that you will get to work with (or visit/observe) every animal in our care. Although some species are open for everyone to work with (Raccoons, Skunks, Squirrels, etc.) other species are particularly susceptible to imprinting and, to give them the best chance for a successful release, these will remain off-limits to the majority of people at Critter Care. These include the Bears, Beavers, Otters, Coyotes and Fawns. As an intern you may be assigned to one of these species during your stay. Otherwise, you may only get to see these animals as they are admitted. We realize that this can be frustrating. However, we hope that you can remember that you are here for the animals and must give priority to whatever is in their best interest.

There is a lot of work that goes into the running of a wildlife rehabilitation centre, and not all of it will be glamorous, or even directly working with the animals. A large part of your work will be cleaning – cleaning animal pens, cages, incubators, and toys, but also cleaning and maintaining the centre itself and its property. Everything has a home and is to be put away properly – if it does not belong where it is please put it where it should be. Dishes (both animal and human) are to be done right after they're used, dried and put away. Please keep the counters clean and uncluttered. Critter Care is known for its very high standards of cleanliness and animal care, and as an intern you are expected to help us maintain these standards. This is essential in order to prevent the spread of diseases throughout the centre. You may also be asked to participate in other maintenance or construction tasks. Do not discuss the running of the centre with day volunteers, visitor's, public or government officials.

If you are living onsite, please remember that you are living in a place of business. This means that you should not leave any of your personal belongings laying around the centre – keep them in your personal area in the intern cabin. Also, you are expected to keep your personal areas neat and tidy – beds should be made every morning and items should not be left lying around. Please have respect for your fellow interns.

When living and working in close quarters not only can problems arise but also close friendships. While we encourage everyone to get along and make friends, we do discourage romantic endeavors. We are a place of business, and no personal displays of affection will be tolerated. While you may also become close or friends with staff remember they are your supervisors. No inappropriate relationships between interns/ CO-OPS and staff will be tolerated. Failure to follow these rules will result in intern(s) being sent home and the possible termination of staff member. The living quarters are unisex, and you may be living with people of different genders.

Although there is no official uniform for working at Critter Care, please dress appropriately for working with animals. Long pants and t-shirts should be worn to protect yourself from scratches and bites. Always wear proper footwear; no sandals or flipflops during work or when with animals. Please don't wear your PJ's while you're on duty or feeding your babies.

There is to be no intoxication or/ and consumption of alcohol or recreational drugs on the Critter Care property. No exceptions. You are living at place of business and anyone caught with these substances or under their influences will be sent home immediately. Smoking tobacco/ cigarettes etc is only allowed off site, across the road.

At Critter Care, we rely on a well system for our water supply. This means that you must be aware of your water consumption – particularly during the drier summer months. We have had severe drought conditions in the past. We ask that you limit the amount of time you spend in the shower.

Teamwork is very important at Critter Care. Although we schedule a lot of the tasks, if someone has been unable to finish one of their tasks for the day, please help each other so that everyone can finish together. Please don't sit around waiting to be told what to do all the time – if you have been shown how to do a task, take the initiative and do it if it needs to be done. If you haven't been shown how to do something, please ask.

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There is an enormous amount of work that goes into running a rehabilitation centre smoothly, and we rely on our interns to help with that. Your goals are to fully support the animal care staff in caring for the animals. If you are asked to do something, please do it – we try to be fair and share the bad jobs amongst everyone. If you notice that an animal looks unwell, or some supplies are almost empty, please tell a Animal Care team member immediately – the Animal Care team can not be everywhere at once and we rely on you to help be our eyes and ears. If you have been with us for a while, please help the Animal Care team train the new interns.

Interns can take photos and videos of animals in their care, however all photos and videos taken are the property of Critter Care Wildlife Society. We understand Social media is a part of everyday modern life and everybody is excited to share their adventures with family and friends but when posting to any social media platform (Facebook, Twitter, Instagram, blogs etc.) there are certain rules that must be followed. How a company is represented on social media can have direct consequences on that company especially a non-profit like Critter Care Wildlife Society. We rely on public funding to operate. Photos and videos are not allowed to be published without permission from Critter Care Wildlife Society. Before their departure, interns are required to give copies of all photos and videos taken during their stay, to Critter Care. These rules do not change when interns leave.

Potential interns wishing to stay longer than 4 months will be asked to have 1 weeks off during their internship; and another week once they have been here 6 months. This allows interns to relax and de-stress from the busy life of an intern. This would be discussed with supervisor's prior. Interns are expected to pay a Deposit and Admin fee of a total of \$225 within a week of acceptance of internship. Application will be responded to within 2 weeks of submissions. Unsuccessful applicants will not be contacted

#### **Critter Care Point System**

Points will be given to interns because of poor/ inappropriate behaviour, violation of the terms of intern contact, disregard for care of animals, missing or late feeds, unacceptable living conditions. 1 point will be given. Interns will be given a maximum of 3 points before termination of internship. If the internship is terminated no reference will be given and absorption of deposit.

Points can not be revoked or changed once given. They shall be given under the discretion of the Animal Care team / Executive Director. Multiple points can be given to acts considered serious with the consent of two or more Animal Care team members or the Executive Director.

Any Drinking onsite or under influence, Drug use or sexual activity will result of maximum points given and termination of internship, absorption of deposit without warning.

#### **Rescues and Releases**

No release locations or information that may result in the identification of release locations may be shared. This is for the safety of the animals released. No information regarding the feeding of post release animals may be shared. As a rehab center we are licensed to feed post release animals but are not allowed to discuss or mention it in public. It is illegal for the public to feed wildlife.

#### **Intern and Volunteer Waiver and Release Form**

Critter Care cares for wildlife that can bite, kick, gash, or scratch or possibly injure me in some other way. These species include deer, raccoons, opossums, weasels, bears etc. I understand that any warm-blooded mammal "can" carry rabies, although there has not been a case of rabies in these animals in B.C. in many years. Any case that looks suspect will be handled by a supervisor. However, if you are worried, you can get your own pre-exposure vaccination before you arrive.

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I have read this waiver and Release Liability and Assumption of Risk Agreement. I fully understand its terms, understand that I have given up substantial rights by signing it, am aware of its legal consequences and have signed it freely and voluntarily without any inducement or assurance being made to me. I intend my signature to-be a complete and unconditional release of all liability to the greatest extent allowed by law. I further agree to indemnify, save and hold harmless Critter Care, its officers, directors, employees, and agents from any claims, damages, injuries or losses in the course of volunteering or interning at Critter Care and Critter Care related operations. I have had the opportunity to personally discuss the activities and potential dangers incidental to volunteering or interning at Critter Care and Critter Care related operations.

I have read all the Agreement and Release Forms and agree to the rules and limitations stated. I have not withheld or miscommunicated any information provided and will adhere to the rules and standard set before me.

If accepted for this internship, I agree to abide by the policies and procedures of critter care wildlife society and to perform the duties of this position with a strong work ethic and a high level of personal integrity. I agree to respect the philosophies of the organization and I will provide the best possible care for the animals placed in my charge. I understand the internships are strictly volunteer positions and that I will not be paid any monies, but I will receive room and board.

Ultimately the quality of your stay at Critter Care will be determined by your attitude. If you are willing to put everything you have into your work and the animals at the centre, you will gain the experience of a lifetime in return. There is nothing like the feeling of a baby raccoon looking trustingly into your eyes or seeing a once-emaciated coyote run healthily into the forest. We are truly grateful to our interns for their help, we simply could not do it without you – thank you!

#### **Final agreement**

I understand that this internship is unpaid, and I will not receive any money. Room and Board will be provided.

I agree to:

- be eager to learn.
- be willing to do whatever is required to be of help.
- the rules and regulations provided me.
- agree that the animals must always come first.
- understand that everyone must work as a team.
- not to gossip.
- bring a positive attitude.
- get involved with team building activities.

Gail Martin's (the Executive Director) decision is final.

I do hereby agree to abide by all above statements. I accept that failure to comply with this contract/ application will result in my internship being terminated and deposit absorbed.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_