

## Internship application and contract for Critter Care Wildlife Society 2026/2027

Successful applicants will be contacted within 2 weeks of applying. Unsuccessful applicants will not be contacted. Applicants must be 18 years or older. Please note this is an **unpaid** opportunity. Room and Board will be provided.

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): Preferred name (if applicable):
Sex:
Date of birth (dd/mm/yyyy):    /    / <b>*Must be 18 or over*</b> Age:
Contact number:
Current address:
City:
Postal code or zip code:
Email:

Desired arrival date:
Desired leaving date:
How many weeks/ months would you like to stay:
<b>Please note: It must be a minimum of 2 months between March- September And a minimum 1 month for October- February</b>

<b>Emergency contact information</b>	
Name:	
Relation to you?	Contact number:

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

Have you done any volunteer/ community work before?
If yes, where and how long for?
What were your duties?

Where did you hear about the CCWS internship?
What skills can you bring to CCWS?
Why do you want to be a intern at CCWS?

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<p>What are you future career aspirations?</p>
<p>Interning at Critter Care involves being on your feet for hours at a time, physical labor like lifting heavy objects (over 50 lbs.), and outdoor work during all types of weather (painting, scrubbing etc.)</p> <p>Are you willing and able to preform these types of duties?</p>
<p>Do you have any physical or mental disabilities/ conditions we should be aware of?</p>
<p>We require criminal check/ police check would you be able to provide one?:</p> <p>Please send to <a href="mailto:crittercare7@shaw.ca">crittercare7@shaw.ca</a></p>
<p>You will be required to bring the following before coming to CCWS:</p> <ul style="list-style-type: none"><li>• Good pair of working shoes/ boots</li><li>• Waterproof jacket</li><li>• Head torch</li><li>• Plug adapter (if coming internationally)</li></ul> <p>You will also be provided with a booklet with a detailed list of recommended items/ clothing to bring before your arrival!</p>

### **General expectations and contract:**

**After application submission:** If your application is successful, you will be contacted via email to schedule an interview over zoom. If you are then accepted a deposit of \$200 and a \$25 admin fee will be required to secure your place with us. Credit card only. The deposit will be returned to you at the end of your stay. Please note if you cancel or leave early for poor reason your deposit will not be returned. We will provide you with a reference letter after the completion of your internship.

**Room and Board:** We provide accommodation on site for all our interns at no charge. We have 4 intern cabins on site with bunk beds housing up to 8 interns per cabin. Cabins are unisex. Cabin changes will happen

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regularly to ensure interns get to meet new people and experience living with many different people during their time here. You are expected to always keep your living conditions clean, and cabins will be inspected randomly. Your bed should be made every morning. Please have respect for your fellow interns. You are not permitted to hang out in cabins that you are not assigned to and we ask that you keep noise to a minimum in the cabins so people can rest/ sleep. There is one intern kitchen, two bathrooms, a common room (with couches, smart TV, games etc.) and a study room. Critter Care supplies interns with basic food amenities such as milk, bread, tea/coffee, pasta, rice etc., but you are expected to supply your own treats and any specialty foods you require for your diet i.e. meat. You are responsible for all your own cooking and cleaning. Personal food is to be labeled. Anything without a label is communal. Intern shops will be done on the 15<sup>th</sup> and 30<sup>th</sup> of each month. There are to be no parties, visitors or sleepovers on site. If you wish to stay off site overnight, it needs to be approved by a supervisor ahead of time. When living on site, please remember that you are living in a place of business. This means you should keep your personal items in your cabin and not laying around the centre. We also have a lock box for personal items such as passports and wallets if needed.

**Health insurance:** If you are not a Canadian resident you will be required to purchase your own health insurance before coming to Canada. We recommend bringing \$200 cash in case of an emergency. Critter Care is not responsible for medical expenses. If you get sick during your internship, we ask that you let the opening member of staff know before the working day starts when possible.

**Your schedule:** As an intern you do not have official hours of work. The official working day begins at 8:45am and you are expected to have done your animals, had breakfast and be ready to start working by this time. Although ideally you will end work when the centre closes (which varies depending on time of year), you are expected to continue working until everything is done. This can sometimes mean working past 10pm in the busy seasons. During baby season your first milk feed can start as early as 6am and end as late as midnight. This can amount to very long working days. This is not a 9-5 experience. You are expected to work 5 days a week with 2 non consecutive days off. If you need specific dates off, we will do our best to accommodate this but it is not guaranteed. During baby season you are expected to look after your animals 7 days a week including your days off. If you are staying for 4 months you will be given an entire week off and after 6 months you will receive another week off. This allows interns to de stress and relax from the tiring duties of wildlife rehab.

Although the animal care staff will try their best to help the interns with their work, keep in mind that they do 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). We do not have a veterinarian on site. Our animal care team are trained to handle basic care and medical procedures. In extreme cases, animals can be taken to our veterinary partners offsite. As an intern you can be trained on basic medical procedures such as administering oral medications, assisting with admittance exams and subcutaneous injections.

**Location:** We are based in Langley, B.C. Our centre is around a 20-minute drive from central Langley where you will find shopping malls, restaurants and supermarkets. There is limited public transport in this area so bear in mind you will need money for Ubers/ taxis if you are wishing to go off site. If you are lucky, you may be able to catch a ride with other interns if they have their own vehicle. It is also possible to order your groceries to our centre so that is always an option! When going off site you are required to sign out using the sign out book in admin. This is for fire safety, so we are aware of who is on site.

**Travel:** We recommend getting a direct flight into YVR (Vancouver airport). There is also an airport located in Abbotsford near us. Please note you are responsible for organising/ paying for your own flights. YVR is around 45-minute drive from our centre (depending on traffic, it can be longer if during rush hour). At this moment in time, we are **not** able to do airport pick-ups. It is easiest to get an Uber or taxi directly to our centre. Regardless of the time of your arrival do not worry as we will ensure that an intern is ready and available to greet you upon arrival and show you to your cabin etc.

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**General expectations:** The animals always come first. No exceptions. Their care and well-being must be your top priority during your stay. We guarantee that your time with us will be one of the most rewarding and difficult experiences. Baby season is particularly demanding, it will be both physically, mentally and emotion exhausting but it is all worth it. There is no better feeling than seeing your babies open their eyes for the first time and grow up to be strong and healthy individuals or watching the injured animal you rescued, recover and get back to full health. As an intern you will get the opportunity to get involved in all aspects of the rehabilitation process from the initial capture and contain and assisting staff with rescues to the examination process to going along on releases. Keep this is mind during the difficult times!

There are certain difficult realities to wildlife rehabilitation that everyone must be prepared to deal with. This includes processing and dealing with the death and euthanasia of animals in our care. Sometimes despite your best efforts an animal will not make it and this can be difficult to deal with. Although in the moment it can be little comfort, please remember that at least it was somewhere warm and safe for its final moments. You will not be performing the euthanasia yourself, but you must be prepared for it to occur during your stay. Sometimes it is more humane to end an animals suffering than let it continue. This may also include euthanasia of very small and young eyes closed babies, unfortunately we have limits on our time and resources, 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.

There is a fine line between nurturing and playing with your animals. Mammals can easily imprint on humans. Our goal is always to release these animals back into the wild and with that we want them to have their natural and wild behaviours. This means keeping their contact and exposure to humans as minimal as possible. They must learn to depend on each other and not become reliant on their human caregivers. We do not allow people to play with the animals. These are wild animals. We do however have two pet goats and a few educational animals that were not able to be released in our care. These animals are more hands on as we want them to stay enriched and stimulated as they will be here long term.

It is not guaranteed that you will get to work with (or visit/ observe) all species in our care. Although some species are open for everyone to work with (Raccoons, Skunks, Squirrels, Opossums etc.) other species are limited to 2 or fewer interns working with them. This is typically because they may habituate to humans too easily, be high stress or just dangerous. This includes the Bears, Beavers, Otters, Coyotes and Fawns. If there is a particular species you are interested in working with, please do let us know just bear in mind that it is not a guaranteed. Priority for these species tends to go to long term interns. 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. You typically will get to see all animals in our care during your initial site tour.

There is a lot of work that goes into running a wildlife rehabilitation centre and not all of it will be animal based or glamorous. A large part of your internship will involve cleaning – cleaning animal enclosures, incubators/ kennels and toys to the general upkeep of the centre itself. We are a business and should always be clean and presentable to the public. Keeping animal areas clean is also crucial for disease control. Dishes (both human and animal) should be clean immediately after use, dried and put away. Critter Care is known for its very high standards of cleanliness and animal care, and as an intern you are expected to maintain these standards. You may also be asked to participate in other maintenance or construction tasks. We ask that you do not discuss the running of the centre with volunteers, visitors/ members of public or government officials.

When living and working in close quarters you will form lots of close friendships with your fellow interns. Whilst we encourage everyone to get along and work together, we do discourage romantic endeavours. Please remember that cabins are unisex, and you may be living with people of different genders. Whilst you may become close with members of staff, please remember they are your supervisors. There is to be no inappropriate relationships between interns and staff.

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**Rules:** Critter Care is on park property which means there is to be no smoking, vaping, consumption of alcohol or use of drugs allowed during the internship. No exceptions. Any caught with these substances or seen on site under the influence will be sent home immediately. Smoking tobacco/ cigarettes is allowed we just ask that you do it off site and have a designated smoking area just outside of our main gate. Please dispose of your cigarettes accordingly and do not leave them laying around.

**Working clothes:** There is no official uniform for working at Critter Care, but we ask that you please dress appropriately for the work. You must always wear long pants when in the nurseries, feeding or directly dealing with the animals to protect yourself from scratches and bites. T-shirts or long-sleeved tops as always recommended. You must wear close toed shoes during working hours or when with the animals. We suggest bringing clothes that you do not mind getting dirty and potentially ruined. You are expected to wear a name tag during the working day. Weather can be unpredictable so you may base your clothing on the weather forecast but be prepared for all types of weather. You will be sent a document of suggested items to bring once your application has been accepted.

There is an enormous amount of work that goes into running and rehabilitation centre. Teamwork is very important at Critter Care. Whilst some tasks will be individually assigned you are ultimately working as a team. The working day is not complete until all tasks are done so make sure to help each other out! If you notice that an animal looks unwell, or some supplies are almost empty please let a member of staff know. Interns who have been with us for a while will be expected to help train new interns.

**Social media policy:** Interns can and are encouraged to take photos and videos of animals in their care. However, all photos and videos taken are property of Critter Care Wildlife Society. We appreciate social media is a big part of everyday modern life but when posting to any social media platform there are certain rules to be followed. How a company is represented on social media can have direct consequences on that company, especially a non-profit such as our centre. We rely on public funding to operate. There are certain animals that cannot be posted. We also do not allow people to post "selfies" of themselves with animals etc. Social media posts must be approved by staff before posting.

### Crittter Care Point System

Crittter Care operates a point system to ensure that rules are followed for the safety and well-being of both the animals and the interns. Points will be given to interns for violating the terms of their intern contract, negligent care of the animals and frequently missing or being late to feeds. 1 point will be given for these misconducts. Interns will be given a maximum of 3 points before termination of their internship. If the internship is terminated no reference will be given and absorption of deposit. Points will 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 in immediate termination of the internship, absorption of deposit without warning.

### Rescues and Releases

No release locations or information that may result in the identification of release sites may be shared outside of the centre. 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

Crittter Care looks after wildlife that can bite, kick, gash, scratch or possibly injure me in some other way. These species include squirrels, raccoons, opossums, skunks, bears etc. I understand that any warm-blooded

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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. Please note the rabies vaccine is not mandatory for your stay at Critter Care but if you have any concerns or worries, you can get your own pre-exposure vaccination before you arrive.

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 interning at Critter Care and Critter Care related operations. I have had the opportunity to personally discuss the activities and potential dangers incidental to interning at Critter Care and Critter Care related operations.

I have read all the information in this document. 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. 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:

- the rules and regulations provided to me in this document
- understand that the animals must always come first
- understand that everyone must work as a team
- bring a positive and enthusiastic attitude
- Gail Martin’s (the Executive Director) decision being 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:** \_\_\_\_\_