



# **Wildlife Rescue & Rehabilitation, Inc.**

## ***Animal Care Internship Information & Application***

**Wildlife Rescue & Rehabilitation, Inc.**

P.O. Box 369 • Kendalia, Texas 78027 • Phone: (830) 336-2725 • Fax: (830) 336-3733  
Website: [www.wildlife-rescue.org](http://www.wildlife-rescue.org) • E-mail: [info@wildlife-rescue.org](mailto:info@wildlife-rescue.org)



## **Wildlife Rescue & Rehabilitation, Inc.**

*To rescue, release, and provide sanctuary with dignity.*

### **WRR Animal Care Internship Job Description**

The animal care internship mainly involves animal husbandry responsibilities, but also incorporates administrative duties such as record-keeping, admittance procedures, and answering the telephone.

#### ***Clinic Duties***

- Cleaning of indoor caging and of animals themselves. Cleaning and disinfecting of cage interior, exterior, "furniture," and areas around the caging (floors, counters, under and above the caging).
- Preparation of food. Utilizing proper diets, appropriate ratios of ingredients, appropriate size pieces of food, proper feeding bowls, and appropriate amounts of food to be given.
- Feeding of animals. Incorporating correct placement of bowls, proper temperature of food to be given, and frequency of feedings.
- Formula preparation and feeding of formula to babies. Using correct methods of measuring and preparing liquid formulas for baby animals, knowing proper temperature of formulas to be fed, frequency of feedings, proper amount of formula to be fed, using appropriate nipple, syringe, tube sizes for feeding, proper maintenance of feeding implements, and maintaining feeding records.
- Proper admittance of incoming patients. Initial set-up of animal (providing proper housing and basic medical treatment).
- Administration of medical treatments. Following veterinary staff instructions for medical treatments, giving treatments at appropriate times, and giving subcutaneous fluids when necessary.
- Observation and monitoring health and well-being. Maintaining observation records, observing the animals for body temperature changes, stool and urine observations, hydration levels, lethargy, feeding and eating responses, and stress levels. Informing veterinary staff and management of conditions noted through observations, as necessary.
- General housekeeping. Using appropriate cleaning and disinfecting agents to be used, sweeping and mopping of work areas, wiping down counters of work areas, proper removal of garbage and compost, keeping up with laundry (shaking bedding out, cleaning lint filter every cycle, knowing proper amounts of detergent and bleach to use), dishwashing, keeping food storage areas and work areas neat and tidy, and washing carriers or caging on outside slab using pressure washer.

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### ***Administrative Duties***

- Answering the 24–Hour Emergency Hotline. Being polite, courteous, diplomatic and professional on the telephone, taking complete and accurate telephone messages, giving out accurate and appropriate information, and calling volunteers when necessary for rescue work.
- Admittance procedures. Following proper posted protocol for admitting animals, filling in admittance form completely, and working with the public to bring us the animal in a professional and diplomatic manner.
- Record-keeping. Keeping track of animal feedings on forms and feeding board, filling out medication records completely, keeping track of observations on feeding sheets, and noting appropriate behavioral and health concerns of every patient.

### ***Outside Duties***

- Physical labor. Repeated lifting, pulling wheelbarrows, carrying, raking, and ability to work in all types of weather conditions.
- Animal care. Preparation of diets and feeding of animals, cleaning of large enclosures, monitoring health and well-being of animals, and providing behavioral enrichment and stimulation.
- Record-keeping. Maintaining feeding, observation, enrichment, and enclosure cleaning records.
- Maintenance of equipment. Regular cleaning of vehicles and equipment used in outside work.

Please visit our website: [www.wildlife-rescue.org](http://www.wildlife-rescue.org) for the full Animal Care Internship Application. You will find the information under the Get Involved section.

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### **General Information for WRR Animal Care Interns**

Mailing Address  
P.O. Box 369  
Kendalia, TX 78027

Phone Numbers for Intern Housing:  
Trailer #1: (830) 336-4334  
Trailer #2: (830) 336-4339  
Trailer #3: (830) 336-4341

These lines are in WRR's name. These are local lines only; a calling card will be required to make long-distance calls.

When you make arrival arrangements, your trailer will be assigned to you.

#### ***Other Information***

- The speed limit on the WRR property is 10 miles per hour at all times.
- Internet access is available on 2 public-use computers in the Intern Workstation in the Receiving Building. These computers are okay for personal use, but their primary purpose is for WRR work that requires a computer, such as data entry. Therefore, they must be yielded for work use when necessary. Wireless internet access is available in some of the trailers.
- Each mobile home contains 3 bedrooms and 2 bathrooms. Dishes, pots, pans, cooking utensils, beds, and furniture are provided. Food, TV, stereo, or CD players are not provided by WRR.
- Parking is located near the receiving office. Parking is not permitted in front of the intern trailers unless unloading or loading a vehicle.
- Any maintenance concerns should be brought to the attention of the Maintenance Manager.
- Interns are responsible for keeping housing and the surrounding grounds clean, tidy, and trash-free. There are several flower and plant beds outside the intern housing. It is the responsibility of the interns to water these according to the posted watering schedule.
- Interns are encouraged to take in the scenery of the area and WRR property, but please consider and respect the privacy of those living on-site. The Executive Director, Lynn Cuny, as well as a few staff members reside on the property. If you wish to hike, bike, walk, or run, please keep clear of the areas encompassing their homes.
- Electricity bills are paid by WRR. Please be conscientious about saving energy. Lights should not be on during the day, this includes the light outside the porch of each mobile home. All thermostats in all homes need to be set at 79 degrees F during the summer months. Please do not hang sheets, towels, etc. in any of the windows. All windows should already have blinds in them.

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- Please remember that you live on the property of a business and are expected to behave responsibly at all times. Alcohol, drugs, loud music, and inappropriate behavior are not permitted or tolerated on WRR property. It is assumed that everyone will be treated with and treat others with the utmost respect. A neat, tidy appearance should be adhered to at all times. This includes when off-duty and outside on the premises.
- If interns should ever have any concerns, questions, feedback, or suggestions, please bring them to Lynn Cuny's attention. In an emergency, her home number is listed under the staff numbers in the phone manual.

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### **WRR Animal Care Internship FAQ**

#### ***What is the area like?***

The Sanctuary is located in what is considered to be one of the most scenic areas of Texas, the Texas Hill Country. The area is filled with rolling hills, creeks, and rivers. There are many cypress trees along the banks of the rivers and creeks, and the soil is generally rocky. Juniper, hackberry, and oak trees are found throughout the Hill Country. There are many caverns and caves in the area, as well as several state parks. During late winter and early spring the area tends to be quite green, and in the spring, wildflowers bloom along the roads. In summer and fall the area becomes less hospitable due to the temperatures and humidity, and the area is not as lush and green. There are several websites out there about the Texas Hill Country that may be of interest to you if you would like to learn more about the area.

#### ***What kind of weather should I expect?***

South Central Texas weather, especially in the Hill Country, can be unpredictable. In general, winter is wet and chilly (temperatures may reach the freezing point but rarely go far below it). Spring is wet and mild, and summer is hot and humid (temperatures are in the upper 90s from approximately late June to mid-September, with high humidity). The area can be prone to flash flooding in the summer and has the possibility of ice storms in the winter.

#### ***What should I bring?***

One of the most important things to be sure to bring is comfortable footwear. A good pair of sneakers for inside the clinic and a comfortable pair of waterproof boots when working outside is advisable. Rain gear is also important when working outside in wet conditions. For the summer, sturdy shorts are an important item to have — khakis or something similar are ideal, mid-thigh length for adequate protection. For the winter months it is vital to have warm clothes — long-sleeved shirts, coats, warm socks, gloves and hats. Please keep in mind that with the nature of the work, your clothes and shoes will become dirty or damaged, so try not to buy expensive items if possible. Aside from clothing, you will need a large water bottle (particularly in summer) to keep hydrated, sunblock or sunscreen, and insect repellent and ointment (please do not use ones with a lot of chemicals — they can harm the animals and the environment). It is also a good idea to bring your own personal flashlight. Many people also bring their camera, binoculars, Texas bird/mammal/reptile ID books, maps of San Antonio, CD player/radio, and TV/DVD.

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### ***Are there any venomous reptiles in the area?***

This area of Texas is home to four venomous species of snakes: copperhead, cottonmouth (also called water moccasin), rattlesnake, and coral snake. All of these species are very shy and we do not see many of them, however it is possible that we may receive a call regarding one of them in trouble and need to respond. It would be a good idea to do some research on these four species before you arrive and learn to properly identify them.

There are some insects you should be aware of that you might meet while you are here. Fire ants have invaded Texas and are all over this area; once you meet them you won't forget them. There are also chiggers (or "red bugs"), which are tiny red insects (dozens can fit on the eraser of a pencil) that burrow under the skin and cause irritation and itchiness.

Scorpions and tarantulas are native to the area. Tarantulas are quite shy and while you are here you probably won't see any. Scorpions have been found throughout the property, inside and outside. They prefer dark areas so it is a good idea to check anything you put on the floor, in cabinets, or in closets before using it (shoes, laundry, dishes, towels, etc.) and wear footwear in your house. If you find any scorpions in your house, do not kill them. You can easily transfer them outside without having to touch them and risk being stung. Any other arthropods must be treated with similar care. Spiders, centipedes, wasps, and more are all part of our native ecosystem and will be respected.

### ***How many interns work at WRR?***

The number of Interns varies from season to season. The greatest need for extra help is during baby season. During that time (May through September) there are up to 21 Interns working with us; these include a limited number of summer positions in combination with other Interns staying for 6-month or 1-year positions. During fall and winter, we have a lesser need for Interns and reduce the number to between 12 to 15 people.

### ***Will I need a car?***

WRR is located on 187 acres approximately 5 minutes outside of Kendalia, Texas. Kendalia is a very small town with a General Store that incorporates a restaurant, store, post office, and video rental into one building, so extremely basic needs can be taken care of there. Blanco is the next closest town; it is about 20 minutes away with several small businesses (grocery, post office, restaurants, gas stations). Boerne is approximately 35 minutes away and provides fast food restaurants, shopping, and grocery chain store, and San Antonio is approximately 45 minutes to 1 hour away from the sanctuary. There is no public transportation where the sanctuary is located and a vehicle is strongly recommended whenever possible. However, if you will not have a vehicle while you are here there are many opportunities for obtaining a ride with someone else to do your shopping.

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### ***What are the accommodations? Does WRR provide food?***

Interns live in mobile homes located on our property. Each home has three bedrooms, two of which are shared and one is a single room. There are two shared baths in each home. The kitchen and living areas are common rooms used by all members of the household. WRR provides furnishings, including sofas, table and chairs, beds, and dressers, as well as basic cooking supplies. Interns should bring their own bed and bath linens.

Food is not provided by WRR. Internship positions include housing and a \$100 monthly stipend, which is intended to help cover living expenses such as food, gas, and sundries.

### ***How soon before my start date can I move in?***

Interns generally move in 1–2 days before they are scheduled to begin work to allow time to move in and get settled (buy groceries, read through required paperwork, etc.) before they are scheduled to work. Please schedule your arrival date so that we can work out all of the details before you arrive.

### ***Do Interns socialize outside of work?***

We have been extremely pleased with the level of maturity, kindness, and responsibility demonstrated by the Interns who have come to WRR. It has been common practice that Interns do plan dinners, evenings out, day trips, etc. together and have gotten along extremely well. Any housing issues have been resolved by the residents of the trailers themselves and many Interns who have completed their time with us are still in touch with each other.

### ***What will my schedule be like?***

All new Staff, Interns, and Volunteers start in the clinic. In general, most people begin with a basic 8:00 a.m.–4:30 p.m. shift for a few days, where there are good opportunities to learn basics and ask questions. From this point, as responsibility and experience increase, the shifts will change to helping open a shift (6:00 a.m.–2:30 p.m.) or close a shift (2:30 p.m.–11:00 p.m.). As experience is gained in these areas, Interns will be trained to work opening and closing more autonomously. After an Intern can handle most situations that could arise in the clinic, they will begin to be trained outside on shifts. During the summer months the need is greatest inside the clinic, therefore WRR will not require as many new Interns who are coming for spring and summer internship positions to be trained outside on shifts, however, they will have at least a day outside during their time with us to help outside Staff.

### ***How many days off per week do Interns receive? Can the days off be together? Can I leave the property on my days off?***

All Interns and Staff generally receive two days off per week. Whether the days off will be together or separate can vary from one week's schedule to the next. Specific days off can be requested and are subject to approval by a manager. Please be aware that emergencies may come up, so your days off may not always be guaranteed and we may need to call you in on your off time if an emergency should arise.

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You are welcome to leave the property on your days off, however if you are scheduled as the Intern-on-call, you must remain within a one-hour radius of WRR and be available by cell phone. One thing to keep in mind is that you, as a WRR Intern, represent the organization even on your time off because you are living on-site. It is of the utmost importance that if you are approached by a member of the public with a question that you are polite, courteous, and willing to get them the help they need even if you are not actually working but are out on the property. It is also important that you maintain a neat and tidy appearance even when you are off duty and on the premises; remember that you live on-site of a business.

### ***How many hours per week will I work?***

Internship positions require 40 hours minimum per week. During the busy season (May through September), it is very likely that an estimated normal week would involve 50–65 hours per week. The work can be very difficult, demanding, and exhausting but at the same time it comes with rewards that cannot be found anywhere else. People need to know their limitations and stress tolerance levels and to ask for help when they need it.

### ***What type of training will be provided and when?***

New Interns in animal care learn early how to operate the Emergency Hotline. Next, they receive training involving basic animal care techniques, formula and diet preparation, providing proper bedding and housing, enrichment, cleaning, and clinic maintenance. The animals you will work with at the beginning stage will vary depending on the time of year. Care of baby squirrels, fawns (bottle feeding), baby songbirds, and care/cleaning of more docile adult animals (opossums, armadillos, domestics) would be an example of the animals a new Intern would provide care for in their first few weeks with us.

The next step would be learning to care for animals who have more complex needs or care instruction. This would include caring for juvenile opossums and water birds. We would also incorporate training on admittance procedures/guidelines and emergency drop-off point arrivals at this stage of training.

From this point training at the next level would be incorporated. This would include the care of baby opossums (tube feeding), baby raccoons, baby skunks, baby raptors, fawns (tube feeding), pigeons and doves (tube feeding), and baby cottontails or jackrabbits (tube feeding).

The next level of training would involve the general care of raptors, raccoons, and skunks. From this point we determine if the Intern is ready to move to outside shifts and continue training.

### ***Do all Interns receive the same training?***

No. Interns have different experiences depending on many factors, including the time of year. Spring/summer interns can expect much more clinic time because that is when the clinic has lots of babies to feed. In the fall/winter, focus shifts to maintaining the outdoor animals' comfort and warmth, so Interns during that time can expect more outside duties.

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Interns also receive different training in accordance with the length of their stay. Three-month interns will focus on the clinic. Six-month interns may have the opportunity to work with non-natives (see description below). Interns who wish to stay longer than six months may be allowed to remain on for a few more months and focus on their particular wildlife-related interest (i.e., carnivores, enrichment, rehabilitation, releases, etc.).

Interns who want to work with Staff in caring for non-native animals may have an opportunity to do so, however this is contingent on receiving the rank of Senior Intern, which is only available after four months' time, and also on availability of shifts. Senior Intern status can be achieved by following all rules, demonstrating an ability to complete all requirements of the work and perform all job duties as assigned, showing an outstanding attitude, having a great work ethic, and exhibiting leadership skills.

### ***Will I be able to work with the Veterinarian?***

It is possible to work with the Veterinarian on occasions where he/she may need someone to restrain an animal or assist in a treatment. WRR also hires Pre-Vet or Vet Tech Interns (VTIs). We only employ two VTIs at any given time. Non-VTIs who wish to work with the Veterinary Staff may be allowed to do so once they reach Senior Intern status, however it would be in a limited capacity. Interns would only be considered for this if they have shown a commitment to veterinary care by helping Vet Staff in their off time and have proven themselves reliable.

### ***Will I be involved with educational work? Releases? Enrichment?***

Most of the educational work we do is over the phone, educating the general public when they call us about urban wildlife issues. We do receive calls to come to schools or businesses to talk about what we do, and if an Intern shows interest in wanting to be involved, we would be happy to involve him or her in this area.

Interns are encouraged to be involved in releases. We care for many animals who will need to be released where they were found, or at a specific release site that is usually set up in advance. The release of an animal we have rehabilitated is an incredible experience to be involved with and we hope you will be interested in this aspect of the work.

Environmental enrichment is an extremely important aspect of captive animal care. Many enrichment activities or devices are scheduled into the week for many of the permanent residents, and Interns are strongly encouraged to research and implement new ideas.

### ***Is there anything I should do before my arrival?***

Yes, some of the items have been discussed above, but they are listed for you in order of priority below:

- Obtain the series of rabies pre-exposure vaccinations. Be sure you are given documentation of these vaccinations to present upon arrival.
- **Read the Intern Manual.**
- Research the general Texas Hill Country area to familiarize yourself with the species most commonly found here.

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- Familiarize yourself with the city of San Antonio through the use of city and street maps as you will be involved in outreach and rescue work throughout the city.
- Do some background research into the natural history of native species of mammals, birds, and reptiles of Texas. Mammals we most commonly see at WRR are Opossums, Raccoons, skunks (Striped, but Spotted are also indigenous), squirrels (Fox, Rock, and Ground Squirrels are all native to the area), Cottontail Rabbits, Jackrabbits, bats (Free-tailed and Red are most common), Coyotes, Gray Foxes, Ringtails, Bobcats, Javelinas, White-tailed Deer, Porcupines, Armadillos, Beavers, and Badgers.
- We see so many songbirds that it is difficult to prepare for all of them, but it is a good idea to look into natural histories of swallows, finches, swifts, hummingbirds, nightjars, sparrows, wrens, jays (Scrub and Blue), Cardinals, Grackles, Mockingbirds, Starlings, Cowbirds, Robins, Meadowlarks, and Cuckoos. We also see Roadrunners, Black-bellied Whistling Ducks, Muscovy Ducks, egrets (Great and Cattle), and herons (many different species). The raptors we primarily deal with are owls (Great Horned, Barred, Screech, and Barn), vultures (Turkey and Black), and hawks (Red-tailed, Sharp-shinned, Cooper's, and Red-shouldered are the most common), as well as Kestrels and kites.
- There are many different species of turtles, tortoises, snakes, and lizards in Texas. A reptile ID book would provide the best information about the species most commonly found in this area. We see many Red-eared Sliders, Texas Tortoises, Soft-shelled Turtles, Box Turtles, Snapping Turtles, and many different species of snakes.
- Though there are no guarantees that you will be able to work with non-native animals, you are encouraged to research the natural history of some of the permanent residents of the sanctuary. These would include:

**Mammals:** Jaguars, Mountain Lions, American Black Bears, Wolves, Fennec Foxes, Coatimundis, Caracals

**Exotic Reptiles:** Iguanas, Boa Constrictors, Pythons, Tokay Geckos, African Spur-thighed Tortoises

**Primates:** Rhesus Macaques, Crab-eating Macaques, Celebes (or Sulawesi) Macaques, Brown Lemurs, Ring-tailed Lemurs, Squirrel Monkeys, Owl Monkeys, Spider Monkeys, Guenons, Weeping Capuchins, White-fronted Capuchins, and Cinnamon Capuchins

**Exotic Birds:** Umbrella Cockatoos, Moluccan Cockatoos, Sulfur-crested Cockatoos, Goffin's Cockatoos, Nanday Conures, Sun Conures, Blue-crowned Conures, African Grey Parrots, Yellow-headed Amazon Parrots, Cockatiels, Budgerigars, Lovebirds, Green-winged Macaws, Scarlet Macaws, and Ring-necked Parakeets

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## WRR Animal Care Internship Application

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Address \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Which is the best number to call during the daytime?  Home  Work  Cell

Do you meet our minimum age requirement of 21 years?  Yes  No

Available start date \_\_\_\_\_

Preferred length of term:  3 months  6 months  9 months  Other \_\_\_\_\_

Do you have a valid U.S. driver's license?  Yes  No

Driver's license # and state \_\_\_\_\_

Are you able to drive a standard transmission vehicle?  Yes  No

If no, are you willing to learn prior to starting work?  Yes  No

Have you received your rabies pre-exposure vaccination series?  Yes  No

If no, are you willing to do so prior to starting work?  Yes  No

The job requires physical labor, including standing, walking, lifting up to 50 pounds, and outdoor work during all types of weather. Are you willing and physically able to perform these types of duties?  
 Yes  No

Are you willing to work 10–12 hour work days?  Yes  No

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Name \_\_\_\_\_

Do you have any medical, physical, or other conditions that could affect your work at WRR?

Yes  No If yes, please describe:

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Please respond to the following on a separate attached sheet.

- 1) Why do you want this internship, and why do you want to work with Wildlife Rescue & Rehabilitation (WRR) in particular?
- 2) Our Staff and Interns literally have lives in their hands every day. The care we provide for the animals, if carried out improperly, can result in illness or death. While we understand interns are here to learn, there is still a very high expectation in terms of work ethic and attention to all detail of an animal's care. Why should we place our trust and these helpless animals in your hands?
- 3) WRR does not use animals in education programs. We firmly disagree with using animals as public display and feel this places the animal under undeserved stress and sends a mixed message to the public suggesting wild animals can be tamed and made into good "pets." WRR reveres animals as sentient beings, not "objects" or "things." We never refer to animals as "it," rather "he/she." What are your thoughts on this philosophy?
- 4) Considering the ethical treatment of animals, please express your thoughts and opinions on the following subjects:
  - a) Slaughterhouse industry
  - b) Animals used in medical research
  - c) Zoological parks
  - d) Vegetarian/vegan lifestyles

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Name \_\_\_\_\_

Please list two professional and/or academic references:

Reference #1 Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Relationship \_\_\_\_\_

Reference #2 Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Relationship \_\_\_\_\_

How did you find out about WRR's Internship Program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Application Materials:

- 1) Application Form
- 2) Resume
- 3) Letter of Interest
- 4) Copy of Job Description – signed and dated

Please fax or mail your application package in its entirety to the address below, Attn: Krystal Mathis. Incomplete packages will not be considered. If you have any questions, please contact Krystal Mathis at [krystalm@wildlife-rescue.org](mailto:krystalm@wildlife-rescue.org).

*If accepted for this internship, I agree to abide by the policies and procedures of Wildlife Rescue & Rehabilitation and to perform the duties of this position with a strong work ethic and 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 hands.*

*By signing this application I indicate that I am aware that the internship I am applying for is voluntary and that housing and a \$100.00/month stipend are available.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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