



TreeHouse Wildlife Center, Inc.

23956 Green Acres Road, Dow Illinois 62022

Telephone: 618.466.2990

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E-Mail: treehousewildlifecenter@gmail.com

"Over three decades of giving back to the wild."

ABOUT TREEHOUSE WILDLIFE CENTER

TreeHouse Wildlife Center is a non-profit wildlife rehabilitation and environmental education center established in 1979. In 2010 we moved to our current location on 8-1/2 acres near Dow, Illinois. We are located near the confluence of three major rivers, the Mississippi, Missouri, and Illinois, as well as many miles of state and federal parks and refuges.

Rehabilitation: TreeHouse accepts both orphaned and injured birds, mammals, and turtles—though not of all species—averaging 500-600 patients annually. We work under permits from the U.S. Fish & Wildlife Service, Illinois Department of Natural Resources, and the Illinois Endangered Species Board. Our veterinary services are provided by Dr. Paul Myer and the staff of Hawthorne Animal Hospital.

Our rehabilitation clinic includes an exam room, nursery, mammal ward, admissions office, laundry, isolation ward, exercise room, and various indoor and outdoor caging. In development is our avian ward, as well as additional outdoor rehabilitation caging.

Environmental Education: TreeHouse offers in-house environmental programs, which are based in our education center. Group tours of the facility are also available, and our permanent resident animals are on public display throughout the center both indoors and out. TreeHouse's outreach programs bring birds of prey to area schools and organizations.

TREEHOUSE INTERNSHIPS

TreeHouse internships are hands-on and immersive. Interns have a unique opportunity to participate in every aspect of the Center's operation. Every activity that takes place daily in a large rehabilitation and environmental education center may at some point be performed or supervised by an intern. TreeHouse does not pay a stipend, but on-site housing is provided. Our Center can accommodate three interns at a time, and internships are available year-round.

Intern Duties: Duties include, but are not limited to, greeting visitors, assisting with educational programming on and off-site, animal training, record-keeping, daily cage cleaning, feeding, cleaning of facilities and managing the volunteer schedule. TreeHouse volunteers work on a 2 schedule system—day shift and evening shift. Interns will fill in or assist volunteers where needed.

Other duties may include assisting rehab staff as necessary, helping with fundraising events, and special projects.

Types of Positions:

Internships: TreeHouse internships are full-time (40 hour/week) positions. Interns will be required to work 5 days/week, with varied days and hours. Internships require a minimum of 4 weeks for completion with a maximum of 8 weeks. On-site housing is available for interns.

Externships: Externships are available for local students or recent graduates who are unable to commit to a full-time position. Externships require a minimum of 10 hours per week (1 day shift plus 1 night shift) and a minimum of 80 hours total for completion. Housing is not guaranteed for externs, but may be offered depending upon needs and availability.

Intern Qualifications: Our interns are students or recent graduates in the fields of education, biology, zoology, veterinary medicine, wildlife ecology and management, and environmental science.

Interns must be at least 18 years of age.

Although housing is provided, interns will need to supply their own food. It is recommended that interns have their own means of transportation but other arrangements can be made if this is not possible.

Interns living off site must provide their own transportation.

Often very physical work is required. An intern must be able to lift and carry items such as large animal crates and storage containers.

Interns need good communication skills with staff, volunteers, and the general public.

Interns must be self-motivated and capable of ensuring that the necessary daily duties are always carried out, with or without close supervision.

Interns need to be flexible with their hours, be able to move from one type of work to the next during the day, and be willing to work in all kinds of settings.

Interns will be trained in techniques used by TreeHouse and will be required to follow instructions. Refusal to follow these instructions will be grounds for dismissal.

Interns are frequently responsible for diet preparation and feeding, including diets for raptors and other carnivores. This involves handling and processing raw meat, including whole animals such as rats, mice, chickens, and the occasional road-killed deer. Interns must be willing to prepare carnivore diets in an efficient manner.

Interns must also be able to face the emotional reality that not all animals that come into our Center can be saved. Some will die due to their injuries and others will have to be euthanized.

Interns will learn: All the ins and outs of a large wildlife center, including aspects of education, animal care, and administration. Interns will learn the aspects of environmental education and utilizing educational outreach animals, including safe restraint and handling of permanent residents including birds mammals, and reptiles, how to conduct educational programming, how to create and develop new educational programs or outreach presentations, how to train and work with a variety of animals, techniques for setting up a stress-reducing environment for animals in captivity, and behavioral and environmental enrichment techniques for our permanent residents. Interns will also learn how to communicate effectively with the public on issues of wildlife and conservation over the phone and in person. Interns that work hard and commit themselves to this intensive program will learn a variety of skills and first-hand knowledge about the characteristics and natural history of each species we handle, as well as the individual personalities of these animals.



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INTERNSHIP APPLICATION

Instructions: Please complete the following form and send it by mail or email, along with your résumé, a cover letter explaining why you would like to intern at TreeHouse, and the Hold Harmless Release Form at the end of this document, to the address above.

Name: _____ Phone number: _____

Address: _____

Email: _____

Name of College or University: _____

Major: _____

Date of Degree or Expected Graduation Date: _____

How did you hear about TreeHouse’s Internship Program?

List any non-animal or environmental-related jobs you've held either full-time or part-time:

List any animal-related or environmental organizations you support:

Do you have access to a vehicle? Yes _____ No _____

Have you ever been convicted of a crime other than a traffic offense? Yes _____ No _____

If yes, please explain: _____

Do you have any medical conditions that would prevent you from performing any aspect of the internship (including allergies)? Please explain:

Do you have an up-to-date tetanus shot? Yes _____ No _____

References: List at least 2 professional references with their contact information:

Name	Relationship to You	Phone Number	Email Address

Emergency Contacts:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Availability: Please specify your dates of availability for an internship. Please also indicate whether you are interested in an internship or externship (see information page for details):

Will you require housing at TreeHouse? Yes _____ No _____

Statement of understanding: I have read the intern job descriptions list and understand the duties I will be expected to perform. I am aware that I will not be handling all of the animals and will not be presenting programs independently. I am also enclosing a Hold Harmless Release Form with this application.

I furthermore certify that the information I have provided in my application is truthful, complete, and accurate and that I will be at least 18 years of age by the start of my desired internship.

Signature of Applicant: _____ Date: _____