



TreeHouse Wildlife Center, Inc.

23956 Green Acres Road, Dow Illinois 62022

Telephone: 618-466-2990

Website: treehousewildlifecenter.com

E-mail: treehouse.kerry@gmail.com

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 1300-1500 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, avian ward, admissions office, laundry, isolation ward, exercise room, and various indoor and outdoor enclosures. In development are additional outdoor rehabilitation enclosures.

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 to five interns at a time, and internships are available year-round.

Intern Duties: Duties include, but are not limited to, daily enclosure cleaning, feeding (including orphaned mammals), laundry, keeping crates clean and work areas tidy, animal physical exams and medications, record-keeping, and managing the volunteer schedule. Interns will fill in or assist volunteers where needed.

Other duties may include transporting animals to the veterinarian for x-rays or surgery, habitat construction and maintenance, assisting the education director with programs, conducting tours, animal rescues and releases, and special projects.

Types of Positions:

Internships: TreeHouse internships are full-time (40 hour/week) positions. Interns have the option of working 5 eight-hour days OR 4 ten-hour days. Internships require a minimum of 320 hours total (8 weeks) for completion. 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 and a minimum of 80 hours total for completion. Housing is not guaranteed for externs, but may be offered depending upon needs and availability.

Qualifications: 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.

Wildlife rehabilitation is often very physical work. An intern must be able to lift and carry items such as large bags of dog food.

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 weather.

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, 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 animal care, administration, and education. Interns will learn the techniques of wildlife rehabilitation, including safe restraint and handling of wild birds and mammals, how to conduct a physical exam on patients admitted, diagnosis and treatment of various injuries and illnesses, techniques for setting up a stress-reducing environment for animals in captivity, and behavioral and environmental enrichment techniques for our permanent residents. Interns will assist with rescues, releases, and routine veterinary procedures. 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 related jobs you've held either full-time or part-time:

List any animal-related 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: _____



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HOLD HARMLESS RELEASE FORM FOR INTERNS

Name: _____

Address: _____

Phone: _____

Email: _____

In consideration of your accepting my volunteer participation at TreeHouse Wildlife Center, I hereby for myself, my heirs, executors, administrators, and assigns, waive and release all claims for damages which I may have or which I may hereafter accrue to me against TreeHouse Wildlife Center, its sponsors, agents, representatives, or assigns for any damages which may be sustained and suffered by me in connection with my association with or participation in the volunteer program at TreeHouse Wildlife Center.

I further acknowledge that I have been sufficiently informed by TreeHouse Wildlife Center of the laws, rules, and regulations under which the Center operates and that I will abide by those laws, rules, and regulations.

I have been informed of and understand the risks associated with rabies and other diseases in wild animals. If any animal under my care inflicts an injury upon a human, I will report the incident to the Center immediately and will abide by all pertinent policies and regulations. I have received a tetanus shot within the past 10 years, and I understand that, in the event of any injury, I should receive a booster if it has been more than 5 years since my last tetanus shot, at my expense.

I attest and verify that I have been sufficiently informed of the risks involved in the program and that I will be sufficiently trained to participate in this program.

Signature of Applicant: _____ Date: _____