

Critter Care Wildlife Society

Agreement and Release Forms

Please read carefully and send a signed copy together with your application to CCWS. You can send your application and agreement forms by mail, fax or email.

INTERNSHIPS ARE STRICTLY VOLUNTEER POSITIONS. YOU WILL NOT BE PAID ANY MONIES BUT YOU WILL RECEIVE ROOM AND BOARD.

1 GENERAL EXPECTATIONS

We want your stay as an intern at Critter Care Wildlife Society to be helpful to both yourself and to us – we hope this list will give you realistic expectations for your stay.

- 1) The animals come first. No exceptions. Their care and well-being must be your top priority during your stay at Critter Care.
- 2) 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've spent weeks helping to regain its strength. Keep this in mind during the difficult times!
- 3) As an intern, **you do not have official hours of work**. Although ideally you will end work when the centre closes for the day, in reality 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! During baby season, you may be doing feeds throughout the night. You may also be finishing your last feed after 1am and getting up at 6 or 7am for your first feed. Be prepared!
- 4) In return for your work with us, you will be provided with room and board. We supply interns with the basics for their food. This includes things such as bread, pastas, rice, milk, cheese, cereal, etc. If you have any special desires (such as meat 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.
- 5) You are expected to be out of bed, and ready for the morning meeting with interns and supervisors 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.
- 6) Computers and phones are **not to be used during business hours**.
- 7) 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).

8) 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 of your feeds **on time** – keep in mind that this can sometimes amount to 8 hours of work on your days off!

9) 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 not to keep tabs on you, but simply because we are responsible for you. Please keep in mind that Critter Care is located 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. Also, during baby season you must be back in time to do any baby feeds that you have.

10) We do not have a veterinarian onsite. The supervisors are trained to handle basic care and medical procedures, but any extreme cases are brought to our veterinary partners offsite. Although the supervisors 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.

11) 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 very 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.

12) 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.

13) 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, in order 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 deer. 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.

14) 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. There are no exceptions and no one will compromise our standard of cleanliness and care.** 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.

15) 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 – no one wants to live in someone else's mess.

16) 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 relationships. We are a place of business and no excessive personal displays of affection will be tolerated. **SEX, SEXUAL ACTIVITIES, KISSING, CUDDLING OR BEHAVING IN AN INAPPROPRIATE OR PREROGATIVE WAY WILL NOT BE TOLERATED.**

While you may also become close or friends with staff remember they are your supervisors. **No inappropriate relationships between interns 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.

x _____

17) 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. Please don't wear your PJ's while you're on duty or feeding your babies.**

18) During baby season you may be living in close quarters with up to 12 people. We realize that this can be trying at times, particularly when people are stressed and getting little sleep. The majority of people who come to intern at Critter Care are easy to get along with, however, occasionally disputes may arise. Please try to settle problems amongst yourselves. We will, however, step in when necessary.

19) There is to be absolutely **NO 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. We realize that you are grown adults capable of making your own decisions, however, this rule stands firm for the duration of your stay with us. Smoking tobacco/ cigarettes is only allowed off site as critter care is part of the parks and there is no smoking allowed in the parks.

x _____

20) 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 to **3 minutes maximum.**

21) If you do not understand something or you are unsure, please ask one of the supervisors. There are no stupid questions! It is better to double-check than to do something wrong. However, a large part of rehabilitation is common sense – use your logic and think about the possible outcomes of your actions on the animals (will this help or hinder?).

22) **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.

23) 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 goal is to fully support the supervisors 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 supervisor immediately – the supervisors cannot 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 supervisors train the new interns.

24) If you see something broken or breaking (sewers, gates, den boxes, walls, tools, etc.), please let the caretakers know immediately – it is better to fix it quickly before it turns into a bigger problem.

25) Interns are allowed to take photos and videos of animals in their care, however **all photos and videos taken are the property of Critter Care Wildlife Society. 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.

x _____

26) Gail Martin's (the Executive Director) word is the last word! This may feel like a lot to take in! 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!

2 INTERN RULES OF THE CENTRE

It is a privilege to intern at Critter Care, to raise your own babies and work with so many different species

– if you are sent home for any reason you will not get a letter of reference.

1) **ABSOLUTELY NO SMOKING IN THE SLEEPING AREAS OR CENTRE** – The only place you are allowed to smoke is on the front roadway.

2) You are to keep your bed made and personal items tidy.

3) You are responsible for all your own cooking and cleaning.

4) You are to have your breakfast and be ready for the morning meeting at 8:45am.

5) After you are finished eating - dishes are to be washed and put away. Do not leave dishes to air dry!! This includes animal dishes.

6) Do not eat other people's food without asking.

7) **DUE TO LIABILITY ISSUES ABSOLUTELY NO CONSUMPTION OF ALCOHOL OR DRUGS ON OR OFF CRITTER CARE PROPERTY IS ALLOWED WHILE DOING YOUR INTERNSHIP.** No exceptions you will be sent home.

8) **NO PARTIES AND NO SLEEPOVERS.**

9) If you go out on your day off – sign out in the sign out book and make sure a supervisor knows where you are going.

10) You will be given a contact card to keep in your wallet in case of emergency.

11) There is no switching of shifts unless given prior permission by the Executive Director.

12) **The use of the society vehicle has to be approved by the executive director – Gail martin – this is a privilege – a copy of your drivers' license must be provided.**

13) If you are unwell and cannot work your shift, please let your Supervisor and Executive Director know.

