



Wildlife Hotline Internship

About Think Wild

Think Wild is a 501(c)3 non-profit Wildlife Hospital and Conservation Center located in Bend, Oregon. Our mission at Think Wild is to inspire the high desert community to protect and care for native wildlife through education, conservation, and rescue and rehabilitation.

The Position

Think Wild is pleased to offer two full time hotline internship positions. Each position requires a commitment of four eight-hour shifts per week, totaling 32 hours. This role involves working on either a Saturday or Sunday. The internship will span the entire summer season, from June 1st to August 31st. As an intern, you will report to the Director of Wildlife Rehabilitation as well as the Hotline Coordinator. Covid vaccinations are mandatory for this position. Participants will receive a stipend of up to \$1000 to help cover living expenses during their internship. ***Contacts for discounted or free housing are available upon request!***

Position Availability

Two internship positions are being offered for Summer 2025:

Dates: June 1st - August 31, 2025

Schedules:

Intern 1: Sunday-Wednesday 8-5

Intern 2: Wednesday-Saturday 8-5

Position Description:

Wildlife Hotline 90%

- Answer and respond to calls on the wildlife hotline during our business hours of 8:00 AM to 5:00 PM.
- Respond to incoming hotline calls in a timely and professional manner – assess situations, provide accurate information and resolve wildlife issues with members of the public .
- Provide wildlife education and advice over the hotline as appropriate, including reneating and reuniting directions, humane exclusion methods, safe capture and transport, etc. Follow up via text or email as necessary.
- Log all hotline calls in the hotline call log.
- Respond to patient update follow-up texts and calls.
- Coordinate volunteer rescue and transport of sick, injured or orphaned wildlife to appropriate facilities as needed.
- Assist with wildlife patient admission, record donations, and fill out and log wildlife admit forms in WRMD.
- Coordinate and track humane exclusion equipment rentals.
- Assist with other wildlife rescue and rehabilitation duties as needed.
- Use Google Voice, Google Forms, Google Sheets, and Slack to answer and respond to hotline calls, coordinate rescues, and record call data.

Internship project 10%

- A Wildlife hotline related project delegated to you by the Director of Wildlife Rehabilitation or Hotline Coordinator.

Physical Requirements and Work Environment

Wildlife hospitals are often fast-paced, intense, and an emotional environment for staff, volunteers, and members of the public. The ideal candidate will be able to:

- Ability to stand, stoop, twist, walk, and lift large and potentially heavy kennels and other objects up to 25 pounds without support, and 50 pounds with support.

- Ability to capture, handle, and restrain sick, injured, and orphaned wild animals with the understanding that exposure to zoonosis, bites, scratches, and other potential injury is possible.
- Understanding of exposure to allergens that are normally present in environments containing animals and wildlife.
- Ability to demonstrate understanding that Think Wild is a drug-free, smoke-free environment.

Learning Outcomes

Throughout the duration of the internship, the intern will:

- Gain knowledge and experience in operating a wildlife hotline
- Gain important interpersonal communication and problem solving skills
- Experience the fulfillment of directly impacting the lives of injured and orphaned wildlife
- Learn the process of wildlife rescue, rehabilitation, and release
- Gain a unique experience working with wildlife and the people impacting their conservation
- Work in an environment that encourages learning and skill development
- Network and become familiar with the field of wildlife conservation
- Internship project delegated to you by the Director of Wildlife Rehabilitation or the Hotline Coordinator

EEO Policy

It is the policy of Think Wild to afford equal internship opportunities to all qualified individuals without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizen status, veteran status, gender identity, gender expression, or any other characteristic or status that is protected by federal, state, or local law.

Compensation

- Up to \$1000 stipend to cover living expenses
- Uniform (Think Wild t-shirt)
- Letter of Recommendation upon request

Apply & Contact

To apply for this internship, please send a cover letter stating your interest in the role (*including your preferred schedule option*) and your resume to Pauline Hice (Director of Wildlife Rehabilitation) at Pauline@thinkwildco.org. **Application deadline is March 31st, 2025.**

For any questions, please contact Pauline at Pauline@thinkwildco.org. Please no calls.