



APPLICATION FOR: Student Intern or Volunteer

Please e-mail this completed application form, including a resume and cover letter, to **Tiffany@SoarWildlife.org**

*SOAR Wildlife Center is an equal opportunity organization that does not discriminate on the basis of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, or gender identity. SOAR is committed to equality of opportunity for all through equity practices, both in our workplace and in access to nature. SOAR believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. SOAR is committed to: *Reflecting the diversity of the community in our board, staff, volunteers, and members. *Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals. *Empowering people to make positive changes in their community and environment. Civic engagement and staff diversity are core strategic goals, as illuminated by the report [Green 2.0](https://www.diversegreen.org/the-challenge/) (<https://www.diversegreen.org/the-challenge/>)*

Seasonal Student Internship:

Mid May to Mid September Minimum 10 hours/AVERAGE per week

Volunteer- Unpaid Position- SOAR Wildlife Center is permitted through ODFW to take in wildlife animals that are sick, injured, or orphaned. SOAR receives no state or federal funding, therefore volunteers and student interns are a valuable necessity to make SOAR a success and thereby save wildlife and return them to nature where they belong.

_____ (Initial) I understand ALL of the following:

Date:

Name:

Address (in full):

Phone:

E-mail address:

Social Media (circle which you have):

Facebook

Twitter

Snap Chat

Instagram

Please answer the following:

1. Do you understand that the internship/volunteer position is seasonal from Mid-May to Mid-September?

YES NO (circle best answer)

2. Are you 18 years of age or older? YES NO (circle best answer)

3. Do you possess a valid driver's license (required)? YES NO (circle best answer)

List your drivers license State of Issuance: _____ List your drivers license number: _____

List your drivers license expiration: _____

3a. If you do NOT possess a valid driver's license, do you have a reliable person to transport you to and from SOAR Wildlife Center when you are scheduled to work? YES NO (circle best answer)

4. Do you understand that 1-part of this position **MAY** require the transportation of wildlife in need from areas in Jackson and Josephine counties to the SOAR Wildlife Center. Do you understand the above statements and agree to them? YES NO (circle best answer)

5. Do you understand that wildlife in need are not on a schedule, therefore, this position will sometimes require call-outs. You will be given a schedule (at least 2 weeks in advance), but that schedule can change and/or you **MAY** be called out to pick up wildlife in need and respond to the wildlife center to care for said wildlife. Do you understand and agree to the above statements and agree to them? YES NO *(circle best answer)*

6. Fundraisers and ‘Events’ are a HUGE part of how SOAR gets the word out about wildlife in need and thereby works to bring in the needed donations to care for said wildlife, since SOAR receives no state or federal funding. Therefore, when you apply for this position, you understand that you will be **required/expected** to be at the fundraisers and events, and ASSIST with the coordination of these fundraisers and events. **AND YOU WILL BE REQUIRED TO RESEARCH AND CHOSE 1 FUNDRAISER ON YOUR OWN, OF WHICH YOU WILL BE THE COORDINATOR OF SUCH FUNDRAISER AND EXPECTED TO SEE SUCH FUNDRAISER THROUGH FROM START TO FINISH.** Generally, you will be given 2-4 weeks notice (or more) of the fundraisers and events (which you will assist with). For example, generally in the 2-3rd week of September, we do a fundraiser in conjunction with the release of the fawns that came into SOAR. You will be **required to assist** with the coordination and be at the fundraisers (in 2017 the fundraiser and fawn release was on 9-17-17). When events, such as the ‘SOU Career Fair’ (or the like) come to our attention, we schedule for student interns and volunteers to be at the event. The fundraisers obviously require much more time and coordination, whereas the events, generally just require the set up of a table (we have a banner and other literature to set up on the table) and answer questions when people stop at our table. The events are generally 2-4 hours in length. Generally, we get 2-4 weeks (or more notice) of such events, but this position is required to attend.

Do you understand the above statements and agree to them? YES NO *(circle best answer)*

7. Do you understand that we have a crow, ‘Majik,’ who is SOAR’s educational ambassador and we also have 2 sugar bears that are our educational ambassadors too. This position will require you to work with these educational ambassadors and bring them to various fundraisers, events, and into classrooms (at elementary, middle, high school, and other educational institute), at various times throughout the season. These events will be scheduled at a minimum of 2-4 weeks in advance and will be split between all of the student interns and volunteers, but you will be expected to ‘do your share.’ And they are fun too!

Do you understand the above statements and agree to them? YES NO *(circle best answer)*

9. Do you understand that the SOAR Wildlife Center is a smaller wildlife center, and is a closed facility (since we do not have permanent residents on display, per ODFW regulations) therefore we do not and cannot offer tours, etc.. SOAR is located 23 miles South of Ashland, up Highway 66 (up a curvy inclining mountain highway). From Ashland, it takes approximately 25-35 minutes to drive to SOAR.

Do you understand the above statements and agree to them? YES NO *(circle best answer)*

10. Do you understand that during the months of May and the first 2-3 weeks of June (variable depending on the wildlife babies that come into our care), you **may** be required to take home a certain wildlife baby (babies) species (most common: fawns, raccoon kits, squirrel kittens), to feed formula and care for. You will be given the caging (usually consists of a small kennel and/or a small Sterilyte/clear container with holes), the formula, and all supplies needed to care for the wildlife baby (babies). You will be expected to feed the wildlife baby (babies) every 4-6 hours depending on species (usually 4-6 times throughout the entire day & night).

Do you understand the above statements and agree to them?

YES NO *(circle best answer)*

11. A criminal background check **may** be required. Do you agree and approve? YES NO *(circle best answer)*

Education:

High School Diploma: YES or NO (circle best answer)

GED: YES or NO or N/A (circle best answer)

High School Name:

High School Address, City, State, Zip:

College Degree: YES or N (circle best answer) if YES list college degree (i.e. Associates Degree, Bachelors Degree, Masters Degree):

College Major:

College Minor:

College Name, Address, City, State, Zip:

List other education or certifications that pertain to wildlife rehabilitation ONLY:

Institution & Contact Info:	List/Detail Specific Education or Certification:	When did you attend or receive certification (list date or from month/date to month/date)	Total hours of education or certification

Utilize the back of this application to list more education/certification

WILDLIFE SPECIES: Please circle the wildlife species you have worked with in the past. NOTE: only circle the species with which you have worked with for an entire season, including husbandry of that species, enrichment of that species, feeding of that species, and release understanding of that species. DO NOT circle a species to which you only fed several months, or were apart of a release. We are only interested in the species you have direct, specific, and a thorough knowledge of. NOTE: You will be asked further detailed questions about rehabilitation and release of the species you circle below;

Raccoon Kits	Fawns	Skunk Kits	Gray Squirrel Kittens	Coyotes
Ground Squirrel Kittens		Douglas Squirrel Kittens		Flying Squirrel Kittens
Opossums	Fox Cubs	River Otters	Sea Otters	Turtles
Fishers	Minks	Badgers	Black Bear Cubs	Reptiles

Birds- list species: _____

Raptors- list species: _____

List OTHER species: _____

Why do you want to be a student intern or volunteer @ SOAR Wildlife Center? And what skills would you bring to SOAR? (utilize the back of this application if you need more room)

List any/all previous experience you have with fundraising, events, social media/marketing, animals, etc...:

Work Experience: (go back 5 years)

Name of Business and Name of Supervisor:	Dates Worked- List From Month/Year to Month/Year	Position Title and Responsibilities:	Address & Phone:

When can you start (list the exact date/time):

What days of the week CAN you work (include hours too)- Write in YES or NO and hours:

Monday_____ Tuesday_____

Wednesday_____ Thursday_____

Friday_____ Saturday_____

Sunday_____

What days/hours can you NOT work:

What are your strengths? What are you really interested in?

***Place an "X" by the activities you EXCEL in**

***Fill in the BOX by the activities you are INTERESTED in**

- | | |
|---|--|
| <input type="checkbox"/> Proposal writing | <input type="checkbox"/> Education programs |
| <input type="checkbox"/> Fund raising | <input type="checkbox"/> Animal care (wild birds/mammals) |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Baby-animal care (wild birds/mammals) |
| <input type="checkbox"/> Database management/Data entry | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Procurement | <input type="checkbox"/> Graphic arts |
| <input type="checkbox"/> Public relations | <input type="checkbox"/> Writing/Newsletter |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Electrical/wiring |
| <input type="checkbox"/> Business law | <input type="checkbox"/> Building New Enclosures |
| <input type="checkbox"/> Word processing/Computers | |

Social Media Entry
Wildlife Enrichment
Construction Projects
Landscaping/Gardening
Artwork/Illustration

- Audio/Visual
- Calligraphy
- Carpentry
- Event Coordination
- Gardening/Landscape
- Grant Writing
- Graphic Art/Layout
- Medical Nutrition Biology Zoology
- Organization Leadership

- Photography
- Public Speaking
- Research/Library Skills
- Training/Teaching
- Typesetting/Desktopting
- Veterinary Medicine/AHT
- Volunteer Management
- Intern Management/Supervision
- Website Design/Maintenance
- Writing/Editing/Literature

Emergency Contact:

Name:

Phone Number:

Email:

Relation to you?:

Please also tell us about any illnesses or disabilities, which may be relevant to your work at SOAR Wildlife (e.g., allergies, chronic knee or back injuries, etc.):

References (cannot be related to you) Must list 3:

#1- Name:

Phone Number:

Email:

How you know?:

#2- Name:

Phone Number:

Email:

How you know?:

#3- Name:

Phone Number:

Email:

How you know?:

T-shirt size: _____ **Small** _____ **Medium** _____ **Large** _____ **XL** _____ **XXL** _____ **XXXL**

NOTE: *You will be provided a SOAR t-shirt and nametag, to wear at fundraising events, when picking up wildlife in the area, or at other public events. BUT, the job of a student intern/volunteer (at the SOAR Wildlife Center) can get dirty and muddy and wet! Therefore, we have found that wearing scrubs (you can get them at Goodwill or other Thrift stores or eBay – for great pricing!), works the best! Also, a good waterproof shoe (and comfortable too!), works best too! You will be required to purchase scrubs or other suitable attire (to wear while working at SOAR) at your own cost.*

Do You Understand: YES or NO

JOB APPLICATION DISCLAIMER AND ACKNOWLEDGMENT

I certify that the information contained in this application is correct and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize any of the persons, businesses, schools, or organizations listed on this application to give SOAR Wildlife Center and its representatives any and all information concerning my previous employment, education, and qualifications for employment. I also authorize SOAR Wildlife Center and its representatives to request and receive such information.

I hereby acknowledge that any employment relationship with SOAR Wildlife Center is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge the Employee, at any time, with or without cause, and with or without prior notice. It is further understood that the “at will” employment relationship may not be changed by any written document or by conduct unless the Board of Directors of SOAR Wildlife Center specifically acknowledges such changes in writing.

I have read and understand this agreement. (Note: once signed, document may not be edited, and optional information below may not be added.)

Date:

Signature of Applicant:

Printed Name of Applicant: