



## **WildCare Volunteer Services Internship Position Description**

Job Title: Intern  
Department: Volunteer Services  
Supervisor: Volunteer Services Manager

### **WILDCARE – ORGANIZATION DESCRIPTION**

WildCare is an environmental education and wildlife rehabilitation center located in Marin County, California. Our wildlife hospital cares for ill, orphaned or injured wild animals, while our education department helps children—and adults—learn how to make room for our forest and shoreline friends within our environment. Over 300 volunteers provide the resources necessary to take care of more than 3,000 animals in our San Rafael hospital. Other volunteers provide classes and nature hikes to more than 40,000 children and adults throughout the San Francisco Bay Area.

### **POSITION SUMMARY**

Position requires a full four month commitment February – May, May – August, August – November or November - February. Applicants must be 18 or older and be able to commit to 8-16 hours/week.

This position assists the WildCare Volunteer Services Manager in helping with administrative tasks; managing database of contacts and volunteers; preparing and executing events; and updating collateral and blog posts. Programs that this position will help support and organize include all Volunteer Programs, Animal Care, Education, Administration, Solutions and Development. The successful candidate will also provide assistance with occasional public inquiries, third party event planning, gift processing, donor acknowledgement, and other tasks as needed.

*Please note that this position does not give rights to handle, interact, or care for the animals.*

### **EDUCATIONAL BENEFITS**

This internship is perfect for anyone looking to learn more about the world of non-profit volunteer development, event planning, and animal welfare issues. While this position will be especially helpful to those looking to continue in a career in the non-profit sector, the skills learned through the administrative, volunteer management & training, program development, event planning, and community outreach processes are invaluable to anyone who plans to have a leadership role in any sector. Most importantly, this is a fun internship in a fast-paced, casual work environment, and contributes to supporting and living cohesively with nature and California wildlife.

### **RESPONSIBILITIES & DESIRED CHARACTERISTICS**

- Applicants must be 18 or older and be able to commit to 8-16 hours/week. Applicant does not have to be a student to apply.
- Excellent written and verbal communication skills. Fluency in English a must.
- The ability to represent WildCare's mission in a sincere, intelligent, professional and energetic manner.
- A schedule with flexibility to attend volunteer trainings and third party events as needed.
- Comfort with asking individuals and businesses for donations and support for events.
- Proficiency with use of Microsoft Outlook, Excel, Word, PowerPoint. Familiarity with Wordpress, FileMakerPro, and Adobe InDesign a plus.
- Strong attention to detail even multi-tasking and under deadline.

- Ability to maintain a high level of confidentiality and have a tactful, mature, and sincere attitude.
- Reliable transportation to and from WildCare and other locations as needed for event attendance.
- Ability to lift 30 pounds.
- Important considerations for this position include a sincere interest and belief in the philosophy of animal welfare, as well as an interest in non-profit development and/or event planning.
- An outgoing personality with the ability to work independently as well as among individuals from diverse backgrounds.
- Good sense of humor!

#### **TERMS OF INTERNSHIP**

- Interns must provide their own transportation to Albert Park where WildCare is located.
- Interns must arrange for their own housing.
- Intern positions are unpaid and do not count towards academic credit.

**Please submit the application form. Only full entries will be considered. Please email [volunteer@wildcarebayarea.org](mailto:volunteer@wildcarebayarea.org) with any questions.**