



# Three Rivers Avian Center

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## **Internship Description & Application**

Three Rivers Avian Center (“TRAC”) has a unique Summer Internship available for college level students. Learn how to rehabilitate injured wild birds, develop and present environmental education programs, how to handle raptors in educational settings, and gain experience interacting and educating the general public. The Internship includes traveling throughout West Virginia to provide educational outreach programs, rehabilitating and providing physical therapy to wild birds, traveling to rescue wild birds in need or releasing them to their natural habitats, general facility maintenance chores and this year the Intern will also be assisting TRAC at the 2017 Boy Scouts of America National Jamboree.

Three Rivers Avian Center is a private IRS registered 501(c)3 non-profit organization dedicated to wild bird conservation as well as to educating and involving people in ecosystem stewardship. Interns enrolled in a College or University have received full college credits for their time at TRAC, and we are happy to work with any Institution to ensure that tradition continues. This Internship position is unpaid, however lodging with all utilities is provided on site.

Applications for the Internship position need to be filed by February 4<sup>th</sup>. An application to be a TRAC Intern involves reading this packet of information, filing out the application and waiver, participating in an on-site interview, and volunteering for 2-4 hours. Following receipt of the application, a day to come on site for an in-person interview and volunteer time will be scheduled with the Applicant between February 1<sup>st</sup> and February 25<sup>th</sup>. The Internship will be awarded by March 1st.

It is understood that anyone willing to become an intern at TRAC is doing so in good faith and the TRAC staff will do all that is possible to support and encourage the person in this learning endeavor.

### **Qualifications for Internship Applicants**

Interns are required to be at least 18 years of age or older, have their own vehicle (or have continual access to one for the duration of the internship) with proper and current vehicle insurance, have their own cell phone that can accept texts, and a current valid drivers license. This position requires a fair amount of physical labor, most of it outdoors, so the prospective Intern must be physically able. The TRAC Board of Directors reserves the right to require that an Intern submit to a drug test at any time. All prospective interns

will spend at least one 4 hour day volunteering at TRAC as part of the application process.

Interns must be dependable, self-motivated, quick learners, and enthusiastic; have good people and communication skills; be able to follow directions and yet act with good sense and initiative in the absence of instruction. Know how to have fun while working hard!

Other requirements:

- a. *dedication to the work, purpose, mission, and philosophy of the organization*
- b. willingness and ability to keep your commitments; to be focused and paying attention to the birds at all times; to use common sense and thinking ability; to demonstrate initiative and yet be willing to ask questions when appropriate; to work independently, with minimal supervision or direction; to demonstrate good decision-making skills; to put the birds first; to learn each resident bird, with their names, species, personal history, disability, and at least their general natural history; and
- c. commitment to the principles of *honest and direct communication* including
  - (1) a willingness to make every effort to *avoid third-party talk* (talking about a person not present, especially in a complaining or derogatory manner);
  - (2) a willingness to *share opinions and feelings*, including negative feelings or concerns, *honestly and completely* in an open, direct, non-accusatory, and non-judgmental fashion, including both the giving and receiving of such;
  - (3) a willingness to hold foremost at all times *the goals of TRAC*, putting them *above personal ego or emotion*; and
  - (4) a willingness to *express and hear the word "no" without judgment*.

### **Death and Euthanasia**

The birds that come in for care are here because of problems. They've been caught by cats, shot, hit by cars, tangled in fishing line or fencing, been poisoned, hit power lines, been caught in leg-hold traps; babies have fallen from nests, had their nest tree cut down, lost their parents to any of the above, or even have some kind of problem we cannot always diagnose immediately but which was apparent to their parents' instincts. These problems and resulting traumatic injuries are often compounded by shock, exposure, hypothermia, starvation, dehydration, and infection. Many of the birds die, despite the best care we know how to give - some die of their original injury or disease, some from the continued stress of being in captivity, of being handled, force-fed, medicated, or splinted.

Sometimes an animal is so severely injured that the probability of survival is very low. Frequently, probability of surviving is good but the nature of the injury is such that it is clear that the bird could never recover sufficiently to survive on its own in the wild. Whenever possible, within ethical and humane considerations, we choose to treat, but sometimes it is unsuccessful or only partially successful. Despite treatment, the bird may have permanent problems such as a frozen joint, nerve damage, or blind.

Thus, we often make the decision to euthanize. It is rarely an easy decision and never a pleasant one, you will not be asked to make the decision for euthanasia or to perform

it. It is always done with loving concern for the well-being of the animal foremost in our minds. We cannot find placements for every non-releasable bird, nor can we keep them all. Permits to keep birds are issued only for educational purposes, captive breeding, or research, and we are engaged only in education. Thus any permanents we keep are subject to the constant stress of being on display, and occasionally being used as blood donors, surrogate, or foster parents. To keep an animal as a 'permanent' requires careful consideration of its personality and our resources (space, time, and finances with which to provide food and housing). Condemning a wild animal to life in captivity is equivalent to us being obligated to spend the rest of our life in a closet. Although we as humans often do not deal well with the idea or reality of death, sometimes the kindest thing we can do for these birds is give them the gift of euthanasia.

### **Feather Policy**

Possession of native and/or migratory birds or their parts or products (feathers, eggs, nests, physical artifacts like feet or talons) without a permit is a violation of the Migratory Bird Treaty Act of 1918 (16U.S.C. 703-712), the Bald and Golden Eagle Protection Act of 1940 (amended in 1962) and the Endangered Species Act of 1973. These Acts prohibit 'take, transport, sale, barter, trade, import and export, and possession' of native and/or migratory birds, making it illegal for anyone to possess native and/or migratory birds and native and/or migratory bird parts - including molted feathers - without a permit. Three Rivers Avian Center has permits for possession of birds for rehabilitation, of specific non-releasable birds for education, for the eagles on exhibit, and for the eggs, feathers, skeletons, and other artifacts we use in education. We can exchange such artifacts with other permitted facilities but cannot provide them to any individual, even to Native Americans with possession permits for religious purposes. All of our eagle feathers and carcasses must be transferred to the US Fish & Wildlife Eagle Repository for distribution to Native Americans. **Theft of feathers (or other parts or products) jeopardizes the state and federal licenses and permits that allow TRAC to operate. Individuals found taking feathers will be reported to the proper state and federal authorities and immediately dismissed from TRAC.**

### **Three Rivers Avian Center Intern Tasks and Agreements**

#### Daily tasks:

- \* cleaning of all Ward caging and flight cages
- \* cleaning and tidying of Hospital and grounds
- \* feeding of patients and Educational Ambassadors
- \* keep written record of the hours worked each day and the tasks accomplished during that time. These time sheets will be provided by TRAC.

#### Other tasks as needed:

- \* participating in public education programs

- \* transporting patients, which can include direct rescue
- \* training and care of Educational Ambassadors
- \* assistance with patient care and treatments
- \* record-keeping and report assistance
- \* and other duties as necessary ...

TRAC will provide the following during the course of the Internship:

- \* proper training, materials and assistance to safely and completely carry out daily tasks specified above
- \* information on current avian rehabilitation issues and techniques
- \* experience planning, preparing for and presenting public educational programs
- \* all reading materials and other media required for the Internship
- \* official TRAC clothing for official TRAC events and appearances
- \* a Cabin to stay in on site, including all utilities

**General agreements:**

- 1) The workday will generally begin at 9:00 am and end by 6:00 pm, unless otherwise specified. It is understood that there will be many days with odd or late hours.
- 2) TRAC will expect the Intern to be working an average of 35 hours per week. Some weeks may be more, depending on travel and work related duties each week.
- 3) Days off will be agreed upon in advance on a week by week basis. Requests for specific days off must be made at least 1 week in advance. Allowances will be made for illness or severe family emergencies. Taking a day off without express permission will not be tolerated.
- 4) An Intern's visitors and their visits must be scheduled and approved in advance by either Wendy or Ron Perrone. No overnight visitors.
- 5) Any and all job-related injuries (no matter the severity) will be immediately reported to Wendy Perrone
- 6) Appropriate dress code for each public engagement representing TRAC will be agreed upon in advance of each engagement, and the Intern will adhere to the dress code.
- 8) The Intern will demonstrate dedication to the work, purpose, mission and philosophy of TRAC at all times during the Internship.
- 7) Unless there is written consent given by Wendy or Ron Perrone, any and all restrictions apply

**Reasons for dismissal:**

- 1) cruelty to animals
- 2) smoking in or around restricted areas, including but not limited to the Hospital, Flight Barn, Internship Cabin or any cages.
- 3) failure to turn in time sheets or turning in false time sheets
- 4) coming to or working on the job under the influence of illegal drugs or alcohol
- 5) insubordination
- 6) improper use or destruction of TRAC property
- 7) not working when scheduled

## Internship Policies

1) The Internship Cabin needs to be kept clean and in good order. Although the Cabin is considered to be the personal space of the Intern, at the same time it also belongs to TRAC and must be ready for a prospective intern, prospective resident or other potential future occupant to view upon short (few minutes) notice.

A) If something within the cabin breaks or malfunctions, please advise either the Education or Executive Director within 12 hours.

B) Living quarters cleaning and other general personal maintenance chores are to be done during the Intern's time off.

C) Laundry can be done during work hours, provided it is coordinated with the day's work schedule and water usage.

2) Use of the Center's washer and drier are gladly made available, but please be aware that water levels are always a concern. As a general rule of thumb, wash only one full load per day and coordinate washer use with the Executive Director.

4) Social calls (either by telephone or in person) are not allowed during work hours unless there are extenuating circumstances. Please keep texting during work hours to a minimum.

5) Three Rivers Avian Center is a professional wildlife care facility. We expect professional behavior and appearance from all who represent the Center while in a public venue.

Please, while you are on Center business in public view:

1) do not chew gum, smoke or use smokeless tobacco

2) dress appropriately in a manner approved by the Executive and Education Directors for the specific event.

3) use good grammar when speaking, including during telephone calls and in correspondence relating to TRAC

4) do not swear or use foul language

5) be prompt for appointments

6) Interns are expected to be self-motivated and complete assigned tasks without constant supervision. Routinely leaving tasks incomplete or completed in a sloppy manner will result in termination of the Internship. Interns can always ask for assistance to complete tasks.

7) Reading assignments are an integral part of an Internship and sometimes need to be completed during the Intern's off hours. Each reading assignment will be given with a completion date by which the Intern is expected to have the assignment finished.

Completion of these assignments is mandatory - the information will be used as the internship progresses. Incomplete reading assignments will be considered as an indication that the Intern is no longer interested in the Internship position.

8) Unless otherwise scheduled, there will be a coordination meeting at 9:15 every Monday morning. This meeting will include the staff and Intern and cover topics such as upcoming events, appointments, time off (for everyone!), patient review, an outline or review of goals for the week including Internship assignments, and other relevant topics.

9) After two weeks of watching educational programs the Staff will incorporate the Intern into the program presentation. This will involve the Intern handling the birds in public, talking to an audience, and answering the public's questions.

10) Time sheets for each week will be provided by the Center. These will be filled out on a daily basis, including the time work began and ended, the number of hours worked each day and a brief listing of the tasks accomplished during those hours. Failure to turn in a time sheet when due or turning in a falsified time sheet is grounds for cancellation of the Internship. The time sheets will be filed along with the signed job description in the Intern's permanent file at the Center.

11) All Interns agree to abide by the Wildlife Rehabilitator's Code of Ethics and to honor the Captive Animals Bill of Rights (attached).

## ***The Wildlife Rehabilitator's CODE OF ETHICS***

1. A wildlife rehabilitator should strive to achieve high standards of animal care through knowledge and an understanding of the field. Continuing efforts must be made to keep informed of current rehabilitation information, methods, and regulations.
2. A rehabilitator's attitude should be responsible, conscientious, and dedicated: continuously working toward improving the quality of care given to wild animals undergoing rehabilitation.
3. A rehabilitator must abide by local, state, and federal laws concerning wildlife and wildlife rehabilitation.
4. A rehabilitator should establish good and safe work habits and conditions, abiding by current health and safety practices at all times.
5. Rehabilitators should acknowledge their limitations and enlist the assistance of a veterinarian when appropriate.
6. As a means of preventing further wildlife loss and abuse, a rehabilitator should encourage community support and involvement through volunteer training and public education.
7. Rehabilitators should respect other rehabilitators, sharing skills and knowledge with each other, and working toward a common goal: a responsible concern for living beings and the welfare of the environment in which they live.
8. A rehabilitator should work on the basis of sound ecological principles, incorporating appropriate conservation ethics and an attitude of stewardship.
9. A rehabilitator should acknowledge that a non-releasable animal, inappropriate for education, foster-parenting or captive breeding, has a right to euthanasia.
10. A rehabilitator should strive to maintain all animals in a wild condition and release them as soon as appropriate.

With acknowledgment and thanks to International Wildlife Rehabilitation Council, National Wildlife Rehabilitators Association, Oregon Wildlife Rehabilitation Association, and Umpqua Wildlife Rescue for various drafts of this code.

# **Captive Animal's Bill of Rights**

All animals deserve the right to feel safe and comfortable in their captive situation. Although individual needs vary considerably from species to species, the following general rules apply to all:

- 1) The right to humane long-term captivity accommodations, to include:
  - a) proper shelter from natural elements
  - b) clean water for drinking and bathing
  - c) clean cages safe from predators
  - d) ample amounts of species appropriate nutritious food obtained in a legal and environmentally sound manner
  - e) caging that provides minimal opportunities for personal injury
  - f) in-cage accommodations that mimic the species' natural habitat as much as possible while adjusting for personal handicaps
- 2) The right to be treated with respect and kindness
- 3) The right to prompt, competent and complete medical attention when needed.
- 4) The right to be handled only by professionally trained handlers when in public venues, including but not limited to displays, educational programs, exhibitions, etc.
- 5) The right to have all equipment associated with captivity and handling interactions be of good quality, in good working condition and properly used.
- 6) The right to not be used as a promotion for any human individual or product.
- 7) The right to be able to get away from public viewing at any time.
- 8) The right during transportation to comfortable private transport devices, kept from excessive heat, direct sunlight or cold and away from forced interactions with the public.
- 9) The right to captive situations where the animal's psychological and social needs are accommodated.
- 10) If a captive situation is detrimental to the animal's health, welfare or psychological balance, the animal has the right to be transferred to a more suitable captive situation elsewhere, or if that fails, to receive humane, veterinarian supervised euthanasia.

**THREE RIVERS AVIAN CENTER  
INTERNSHIP APPLICATION FORM AND WAIVER**

*We take seriously your interest in working with TRAC; please help us by reading the foregoing information carefully and completely - then tell us about yourself!*

***Include 3 contact people as references, 1 of which must be from the College or University you are attending if you are applying for academic credits from this Internship. All references must include 1) e-mail, address, and telephone of the reference individual, 2) how long the person has known you & 3) in what capacity the person has known you. Please do not include relatives as references. Written references are fine as long as they include the items above and can be e-mailed directly to us if that is easier for the person giving the reference. (trac@tracwv.org) Please also include your current resume.***

First and Last Name	Occupation	Birth date / /
Street	City	State & Zip
Mobile Phone _____	E-Mail _____	
Home Phone _____	Facebook Page _____.	

How did you hear about this Internship opportunity?  
\_\_\_\_\_

Please tell us about your experience, if any, working with animals, especially wildlife.  
\_\_\_\_\_  
\_\_\_\_\_

What is your educational background?  
\_\_\_\_\_  
\_\_\_\_\_

What other volunteer activities have you done or are you doing currently?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Following is a list of various skills which are important to our many activities. Please check those that best describe the abilities you could bring to TRAC, feel free to add others.

<input type="checkbox"/> Volunteer management	<input type="checkbox"/> Training/teaching	<input type="checkbox"/> Audio/Visual
<input type="checkbox"/> Veterinary medicine	<input type="checkbox"/> Medical	<input type="checkbox"/> Biology
<input type="checkbox"/> Zoology	<input type="checkbox"/> Event Coordination	<input type="checkbox"/> Organization
<input type="checkbox"/> Leadership	<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Fund-raising
<input type="checkbox"/> Legal	<input type="checkbox"/> Computers/Internet	<input type="checkbox"/> Photography
<input type="checkbox"/> Graphic art/layout	<input type="checkbox"/> Writing	<input type="checkbox"/> Literature search
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Gardening/Landscaping	<input type="checkbox"/> Falconry permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is it that attracts you to working at TRAC?

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What do you want to contribute to TRAC and its mission?

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What would you like to obtain from working at TRAC? (These can be tangible: e.g., a specific skill or references; or intangible: e.g., a sense of making a difference)

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What do you plan to do with the knowledge that you gain from your Internship with TRAC?

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If you are currently attending a college or university, are you planning to receive academic credit for this Internship? \_\_\_\_\_ Yes \_\_\_\_\_ No When do you expect to graduate? \_\_\_\_\_

What is your Major? \_\_\_\_\_

Do you have a Minor? \_\_\_\_\_

What college or university are you attending and what is it's address?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the name of your advisor? \_\_\_\_\_

What Department? \_\_\_\_\_

Please provide the e-mail and phone number for your advisor:

e-mail address: \_\_\_\_\_

phone number: \_\_\_\_\_ Best time to call? \_\_\_\_\_

***Please remember to include your current resume & 3 reference contacts.***

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*I have read the foregoing Internship information, and, by signing below, hereby release Three Rivers Avian Center ("TRAC"), its officers, directors, staff, and volunteers from any and all liability in regard to any injury or illness that I may sustain as a result of my work with TRAC. I agree to abide by the policies and rules of TRAC, and will abide by all agreements both written and verbal. I further attest that I have never been convicted of a felony nor am I required to register as a sex offender.*

\_\_\_\_\_  
Applicant Signature Date

**Please note: In order to attend the 2017 Jamboree, all who participate in the Jamboree will have to undergo a background check. Should you become our 2017 Summer Intern, TRAC will coordinate with you to get it completed, including funding the background check itself.**