

Primate Rescue Center, Inc. Short-Term Internship Program Application



Dear Prospective Intern,

Thank you for your interest in becoming an Intern at the Primate Rescue Center! Interns at the PRC play an extremely important role in keeping the daily routine and primate care programs running smoothly. They understand our mission and give their time, energy and heart to help care for the amazing primates who call the PRC home. Our staff members truly appreciate the time that interns dedicate to helping care for the apes and monkeys, and we hope that you will become our next team member to help us accomplish the goal of giving excellent, lifelong care to the sanctuary residents.

Sincerely,

The Primate Rescue Center Staff

The internship program at the PRC is highly competitive, and spots are limited. This entire application packet must be filled out before you will be considered for an intern position.

Please read all application materials thoroughly and include the following in your application packet:

- Signed Program Requirements Page
- Completed Application
- Signed Waiver and Release of Liability for Activities at the PRC
- Signed Primate Physical Contact and Feeding Policy Agreement
- Copy of a Valid Driver's License or Other Photo Identification
- Copy of your College Transcript
- Copy of your negative TB skin test
- Resume
- Video Interview (DVD or YouTube link – details on page 5)

All application documents should be printed out and mailed to:

Primate Rescue Center, Inc.
Attn: Eileen Dallaire
2515 Bethel Road
Nicholasville, KY 40356
(859) 858-4866
eileend@primaterescue.org

Primate Rescue Center, Inc.

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Short Term Internship Overview

This program is tailored to individuals interested in a 3-month introduction to non-human primate husbandry, behavior, and the daily operation of a non-profit primate sanctuary. Interns will have the opportunity to work with and train under our knowledgeable caregiving staff, gaining valuable skills for a career in animal care and/or advocacy. This program is labor intensive and is suited for hard working, dedicated, positive, self-motivated individuals who don't mind a little dirt under their nails.

Program Goal

To encourage careers in animal care, advocacy, rehabilitation, and conservation.

Program Description

The PRC Short Term Internship Program is designed to immerse students, recent graduates, and those who are seriously interested in pursuing careers in animal care and/or advocacy in the daily operation of a non-profit primate sanctuary. Our program provides a unique opportunity to participate in the routine care and ongoing rehabilitation of nearly 40 non-human primates in an environment that is focused entirely on their enrichment and well-being. PRC residents are never exploited for any reason, including exhibition, and are afforded lifetime care in a protected and secure environment. PRC interns play a vital role in helping us keep our promise of lifetime care to the residents.

Interns assist with the daily care of our residents, along with administrative tasks, fundraising, and special tasks. Duties include, but are not limited to, food preparation and sorting, cleaning of ape, monkey, non-primate resident, and human areas, and creating enrichment items for primates. Interns can expect to gain significant animal husbandry experience and learn about primate behavior, stress responses, and the rehabilitation process. They will also gain a greater understanding of the issues facing primates and other animals in the modern world. The working environment is intimate and dynamic, and we encourage interns to be motivated, innovative, and ask questions. Interns will have numerous opportunities to observe the animals and get to know them as individuals. However, interns will never have physical interaction with any of our non-human primate residents. Attempts to do so are grounds for immediate dismissal.

Program Qualifications

All sessions are competitive and have limited spots. Coursework in primatology, biology, animal behavior, or psychology is preferred but not required. Applicants must be currently enrolled students, recently graduated students, or currently pursuing careers or internships in animal care. A general understanding, interest, and concern for primate well-being is required. This program is labor intensive, so interns must be in good physical condition and be able to lift 50 pounds. Proof of negative TB test is required. Applicants must be at least 18 years old, and may be from across the U.S. and abroad.

Program Term

Interns are required to complete a minimum of:

Full-time: 480 working hours (40hrs/week for 3 months) if you need on-site housing OR

Part-Time: 240 working hours (20hrs/week for 3 months) if you do not need on-site housing.

Intern shifts fall between the hours of 9:00am and 5:00pm, Monday - Sunday. Interns may be asked to participate in afterhours fundraising activities or events.

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Enrollment Dates

The PRC Short Term Internship Program is segmented into seasonal sessions. These sessions may be flexible depending on individual and sanctuary schedules and needs.

- **Spring:** March thru May
 - Application Deadline: February 1
- **Summer:** June thru August
 - Application Deadline: May 1
- **Fall:** September thru November
 - Application Deadline: August 1
- **Winter:** December thru February
 - Application Deadline: November 1

Housing – A fully-furnished, comfortable, studio-style apartment is available at the sanctuary, and interns are strongly encouraged to stay on-site. This apartment can accommodate up to two same-gender individuals. Pets are not allowed. On-site laundry machines are available, but you must provide your own laundry supplies. Cellular service is fairly reliable at the sanctuary depending on your cellular provider.

Housing Fee – For interns living on-site, a fee is required to cover the cost of rent, utilities, local phone service, internet, and television. Interns are responsible for their own food, toiletries, laundry supplies, and long-distance call expenses. All fees are non-refundable and are due in-full two weeks prior to your start date. All housing expenses paid will be received as a tax-deductible donation to the sanctuary.

Fees for Interns Requiring Housing: \$100/week, totaling \$1200 for the 3-month session

**Payments made using a debit or credit card will incur a 3% processing fee*

**A Director's Scholarship may be available for those interns requiring financial assistance. To apply, please include with your application a two-page paper describing the reasons we should consider you for this scholarship.*

Transportation – The sanctuary is located in a rural area requiring transportation to all stores and retail areas. We are approximately 15 miles from the city of Lexington and about 5 miles from the nearest convenience store. Although a personal vehicle is not required for interns living on-site, it is strongly encouraged if available. Interns without their own transportation can catch a ride into town once or twice a week during our produce runs.

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Program Requirements

All Interns must:

- Be at least 18 years old.
- Complete a minimum of either:
 - Full-time: 480 working hours (40hrs/week for 3 months) if you need on-site housing or currently reside more than 50 miles from the PRC (non-local)
 - Part-Time: 240 working hours (20 hours/week for 3 months) if you do not need on-site housing and currently live within 50 miles of the PRC (local)
- Complete an enrichment or fundraising project during your internship (see page 7)
- Assist with daily animal husbandry (food prep, enrichment, cleaning, etc.)
- Complete a short essay (2 pages) to be turned in at the end of your internship relating the PRC internship experience to personal career goals and/or larger animal issues
- Be able to lift 50 pounds and engage in strenuous physical activity
- Adhere to all PRC policies, guidelines and given instructions
- Represent the PRC in a professional and knowledgeable manner
- Demonstrate common sense, a good work ethic, ability to work as a member of a small team, and respect for all sanctuary residents, staff, volunteers, and fellow interns
- Show a sense of interest and compassion toward animals and have a positive and friendly attitude
- Arrive on time; be reliable, enthusiastic, alert and eager to work
- Provide evidence of a current negative TB test.
- NEVER feed, hand out or throw anything to any primate. Attempts to do so are grounds for immediate dismissal from the intern program and sanctuary property
- NEVER have physical contact with any primate. Attempts to do so are grounds for immediate dismissal from the intern program and sanctuary property

Interns who are unable or unwilling to meet any requirements may be dismissed from their position at any time. We reserve the right to dismiss any intern at any time for any reason, including but not limited to the following examples: tardiness, missed work, excessive cancellations, unpleasant attitude, poor work ethic, inappropriate interaction with the animals, disrespect of sanctuary staff, interns, volunteers, or animal residents, inability to work with others, inability to listen and follow instructions, or disregard for PRC policies.

I have read and understand the requirements of all Primate Rescue Center Interns. I agree to abide by all PRC policies, rules, and guidelines. I understand my failure to do so will result in my dismissal.

Signature: _____

Print Name: _____

Date: _____

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Video Interview – Since undertaking an internship is a big commitment, both for you and us, we would like to use the application process to get to know you a little better. In addition to completing the application packet, we would like you to send us a video of yourself answering the following questions. We are not concerned with the quality of the video, just the quality of the answers. You may share the interview with us on DVD, USB drive, or a YouTube link. If for any reason you cannot complete this video, contact us and we will find an alternative.

1. Start with telling us a bit about yourself.
2. What do you do for a living, or what extra-curricular activities are you involved in at school?
3. Why do you want to work with primates?
4. Have you worked with wild animals before? Have you worked, interned, or volunteered at a zoo or sanctuary before?
5. Why do you want to intern at the PRC specifically, as opposed to other animal facilities?
6. Have you applied to other internship programs at animal facilities, currently or in the past?
7. Who are your human heroes in the animal community? Who do you not admire in the animal community?
8. What is your opinion about
 - a. The use of animals in entertainment (movies, commercials)
 - b. Animal encounter experiences or photo opportunities (exotic and native animals)
 - c. Owning exotic animals
 - d. Biomedical research on animals
 - e. Observational research on animals (in the wild or not in the wild)
9. Where do you see yourself in 5 years?
10. What is the most boring job or task you have ever done?
11. Do you prefer working alone or as a member of a team?
12. As part of a team, would you consider yourself a leader or do you prefer a more supportive role?
13. Do you learn best by watching, listening, or doing?
14. What do you like to do in your spare time? Any hobbies?

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Video Interview Questions – continued

15. What makes you angry? Happy?
16. Please briefly tell us about any pets you have now or have had in the past.
17. Have you or anyone in your family ever owned or desired to own a pet primate?
18. List five adjectives that would describe your personality.
19. What do you imagine would be your favorite part of a PRC internship? Least favorite?
20. Do you have any concerns about becoming an intern at the PRC?

Additional Video Interview Questions for Interns Requiring Housing

1. Would you consider yourself a light sleeper?
2. Do you take naps during the day often?
3. What time do you naturally wake up in the morning?
4. How do you feel about possibly having a roommate?
5. Have you ever had a conflict with a roommate, and how did you resolve the issue?
6. How would you handle having a roommate who has a different standard or schedule for household chores?
7. How would you feel if your roommate had a different ethnicity, culture, background, or age than you?

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Project Details

Interns at the PRC are required to complete an enrichment or fundraising project. Further details and assistance from a staff member will be given to help you plan a project.

- Enrichment projects involve the intern designing/researching an enrichment idea, and creating this item(s) during their time at the sanctuary. All enrichment projects must be submitted for approval in writing to the Executive Director by the 6th week of their internship.
- Fundraising projects involve the intern planning or participating in an event to raise money/awareness for the Primate Rescue Center. Care staff will be available to help you come up with a creative idea if you choose this type of project and there are no other events already scheduled with which interns could assist.

Special Projects – Interns regularly approach us with ideas for research projects they have developed that they wish to pursue during their time with us. If you have a special project in mind, or one that is required by your school, please include a proposal on a separate sheet of paper. Please keep these guidelines in mind:

- Your project cannot involve filming
- It cannot cause any stress to sanctuary residents
- Preference will be given to projects that benefit primate residents
- Work on your project can only take up a portion of your total internship hours
- You will agree to provide the PRC with a copy of your finished paper or presentation to use at our discretion (for example, in our newsletter).

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Intern Application

Name: _____ Date: _____

Permanent Address: _____

Phone: (Cell) _____ Birthdate (MM/DD/YYYY) _____

Non-School Email Address: _____

College Name: _____

Years attended: _____ Major: _____

Advisor name: _____

Advisor Email: _____

Advisor Phone: _____

College Address: _____

Which session are you applying for? SPRING SUMMER FALL WINTER

Desired start and end date: _____

Will you require on-site housing? YES NO

If you require housing, are you applying for the Director's Scholarship? YES NO

Do you plan to have a vehicle with you during your internship? YES NO

Will you receive credit hours for your internship? YES NO If yes, how many? _____

Are there specific requirements you have to fulfill in order to receive credit? YES NO

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If yes, please describe: _____

What are your expectations of interning at the PRC? _____

How did you learn about the PRC? If you found us online, what keywords did you search online? _____

Are you a member of any animal or environmental organizations? YES NO

Please list if you'd like: _____

Have you ever been convicted of a felony? YES NO

If yes, please explain: _____

References: Please list at least 3 references from work, school, or other internship/volunteer positions.

| Name | Relationship | Contact Information |
|------|--------------|---------------------|
| | | |
| | | |
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Please list at least one person to call in case of emergency.

| Name | Phone Number |
|------|--------------|
| | |
| | |
| | |

Interns work in a variety of conditions (heat, humidity, wetness, cold) and perform a variety of tasks (cleaning animal waste, raking/shoveling, scrubbing walls and surfaces, chopping produce, sorting through produce donations, using cleaning solutions). They are also on their feet engaged in physical work for their entire shift. How would you feel about working under these conditions? _____

Are you allergic to any of the following? (Circle Y or N)

Bee Stings (Y or N)

Pollen (Y or N)

Grass or Hay (Y or N)

Straw (Y or N)

Latex (Y or N)

Peanuts/Nuts (Y or N)

(Note that it is your responsibility to bring with you any necessary medications – Ex. Epi-Pen for bee stings, inhaler, etc.)

Do you have any physical limitations that might hinder you from participation in some activities (heart condition, back injury, etc.)? _____

Tuberculosis skin test or negative chest x-ray certification: YES / NO Date: _____
(please include a copy of your negative TB test with your application)

Please list any additional skills that may be relevant to interning at the PRC (First Aid, CPR, Mac computer skills, clerical, knowledge of hand tools, gardening, etc.)

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Waiver and Release of Liability for Activities at the Primate Rescue Center

I understand that my execution of this Waiver and Release is required prior to entering the premises of the Primate Rescue Center (“the Sanctuary”) or participating in any activities at the Sanctuary. I further understand that there are risks and dangers inherent in being at the Sanctuary including, but not limited to, the potential for physical injury, property injury, or other harm or death, which may be caused by any animal or the negligent acts of any individual.

I agree to assume all risks, liabilities and responsibility for any physical injury, property injury, or other harm or death that may occur while I am on the Sanctuary grounds.

I agree to release and hold harmless the Primate Rescue Center and its officers and directors, agents, assigns, employees, volunteers, and interns from any liability or responsibility for physical injury, property injury, or other harm or death that may occur while I am on the Sanctuary grounds.

I intend by this Waiver and Release to release the Primate Rescue Center and its officers and directors, agents, assigns, employees, volunteers, and interns from any liability or responsibility for physical injury, property injury, or other harm or death that may occur while I am on the Sanctuary grounds. I intend this Waiver and Release and its terms to apply whether any injury liability arises from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective property, or equipment owned, maintained or controlled by them or because of their possible liability without fault. I understand and agree that this Waiver and Release is binding.

I understand that I am waiving, permanently and in advance, my rights to seek any recovery or compensation for and for physical injury, property injury, or other harm or death that may occur while I am on the Sanctuary grounds.

I have carefully read this Waiver and Release and fully understand its contents. If I am under 18 years of age, my parent or legal guardian has completely reviewed this Waiver and Release, understands and consents to its terms, and authorizes my participation by his/her signature below. I am aware that this is a RELEASE OF LIABILITY and I sign of my own free will.

Print Name: _____

Signature: _____

Date: _____

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Primate Physical Contact and Feeding Policy Agreement

I understand that I am NOT ALLOWED to touch the primates. I also understand that I am NOT ALLOWED to let the primates touch me.

I understand that I am NOT ALLOWED to feed or throw anything to any primate.

ALL primates fall under this policy.

ALL volunteers and interns, regardless of station or time contributed, must abide by this policy.

I understand that if I have any physical contact with any of the primates, feed any of the primates, or throw anything to any of the primates, I will be immediately dismissed from the sanctuary and internship program.

I understand that if I am witness to any volunteer or intern touching, feeding, or throwing anything to any primate, I MUST report it to a staff member.

I understand that I may be denied access to any portion of the sanctuary for any reason, and I may be asked to leave the sanctuary for any reason.

I have completely read and understand the above policies.

Intern Name: _____

Intern Signature: _____

Date: _____