



FENNER CONSERVANCY ANIMAL CARE INTERNSHIP

Starting Pay Rate: Unpaid internship (1 position available)

Schedule: 10-15 hours per week depending on availability; shifts are a minimum of 3 hours between the hours of 9am & 4pm on weekdays, and 12pm & 4pm on weekends; some evening and weekend work may be required

Essential Position Functions:

Under the direct supervision of the Program Manager, the Animal Care Intern will undertake the following responsibilities:

Administrative (95%):

- Design and maintain well-kept, species-appropriate habitats
- Create and implement feeding and habitat maintenance schedules
- Train and supervise animal care volunteers
- Represent Fenner Nature Center at outreach programs, special events and other educational opportunities as needed.

Other Duties as Assigned (5%):

- This Position Description does not include all tasks that may be completed in this position. Duties may be added, removed, or modified at any time.

Education and Experience Requirements:

- High school diploma or GED.
- At least one (1) year of college-level course work with a 3.0 GPA. Primary study areas could include zoology, fisheries and wildlife management, veterinary medicine, or other related coursework in biology.
- Previous experience caring for reptiles and amphibians required. Mammal and bird experience preferred, but not required.
- Fenner Conservancy reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

Knowledge, Skills and Abilities Requirements:

- Knowledge of general ecology.
- Knowledge of native Michigan reptiles and amphibians.
- Ability to develop promotional materials and interpretive displays.
- Ability to design and maintain species appropriate habitats.
- Ability to communicate effectively, both verbally and in writing.
- Ability to effectively teach the public about environmental topics.
- Ability to proactively identify tasks that need to be accomplished and work independently to ensure their completion.

Physical Capacity Requirements:

This position requires the ability to walk, speak, hear, lift and carry, finger dexterity, and visual acuity. It also requires the ability to lift 10 pounds with occasional lifting of up to 40 pounds. Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions of the assignment.

Environmental Conditions of Position:

The majority of the work associated with this position will occur in the office environment however, some activity in the outdoor environment in all kinds of weather and in uneven terrain may occur.

To apply, please submit cover letter that addresses your goals for an internship, along with your résumé and a list of three professional references and their contact information to:

Fenner Conservancy
Attn: Jenny Mensch, Program Manager
2020 E. Mt. Hope Ave.
Lansing, MI 48910

Email: programs@mynaturecenter.org
(email submissions are preferred, but not required)

It is the responsibility of the applicant to ensure that all paperwork required for the internship is presented and approved by all required parties prior to starting.