

# 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 Primate Rescue Center play an extremely important role in keeping the sanctuary 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 truly appreciates the time that interns dedicate to help care for the apes and monkeys of the Primate Rescue Center, and we hope that you will become our next team member to help us accomplish the goal of giving excellent, lifelong care to these amazing primates.

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 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 4)

*All application documents should be printed out and mailed to:*

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

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### **Short Term Internship Program Overview**

This program is tailored to individuals interested in a 3-month introduction to primate husbandry, behavior, and the daily operation of a non-profit primate sanctuary. It is an opportunity for individuals to train under experienced care staff and gain valuable skills and knowledge that will introduce them to a career in primate husbandry. 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 interested in pursuing a career with animals from across the U.S. and abroad in the daily operation of a nonprofit primate sanctuary. Our program provides a unique opportunity to participate in the routine care and ongoing rehabilitation of over 40 nonhuman 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. Our interns play a vital role in making our sanctuary successful at meeting our commitment to our 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 animal and human areas, and creating enrichment items for primates. Interns can expect to gain significant animal husbandry experience, learn about primate behavior, stress responses, and the rehabilitation process; 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 nonhuman 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.

#### **Program Term**

Interns are required to complete a minimum of:

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

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. 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's schedules and needs.

**Spring Session: March – April – May**

**Summer Session: June – July – August**

**Fall Session: September – October – November**

**Winter Session: December – January – February**

### Program Cost

To support our internship programs without taking away from our animal care program, we require fees to cover various internship costs, including but not limited to, training materials and time, utilities, and other amenities. Interns are responsible for their own transportation and food expenses, laundry and long-distance calls. All fees are non-refundable and are due in full two weeks prior to your start date. All internship fees will be received as a tax-deductible donation to the sanctuary.

*\*A Director's Scholarship may be available and awarded based on need to selected applicants. To apply, please include a two-page paper with your application describing the reasons we should consider you for this scholarship.*

**Fees without Housing: \$100/month = \$300 for 3 month session**

**Fees with Housing: \$100/week = \$1200 for 3 month session**

Modern, comfortable housing is available at the sanctuary, and interns are strongly encouraged to stay on-site. This housing can accommodate up to two same-gender individuals. Pets are not allowed. 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. Interns without their own transportation can catch a ride into town once or twice a week. On-site laundry machines are available.

This above fee includes rent, utilities, local phone service, Satellite and Internet services. All fees are non-refundable and are due in full two weeks prior to the first day of your internship.

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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 5)
- Assist with daily animal husbandry (food prep, enrichment, cleaning animal and human areas, 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 towards 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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### Internship Details

**Sessions** – Actual session dates may vary slightly depending on PRC and student schedules

- **Spring:** March thru May
  - Application Deadline: January 15
- **Summer:** June thru August
  - Application Deadline: April 15
- **Fall:** September thru November
  - Application Deadline: July 15
- **Winter:** December thru February
  - Application Deadline: October 15

Our program is open to currently enrolled college students (sophomore year and above), and graduated college students who are seriously interested in pursuing careers in animal care and/or advocacy. PRC Interns assist care staff in the daily care of the sanctuary's 50 primate residents. Duties include food preparation and sorting, cleaning of animal and human areas, and creating enrichment items for primates. Intern shifts are Monday – Sunday, from 9am – 5pm. Full-time interns will be assigned 2 days off per week.

**Housing** – Modern, comfortable housing is available at the sanctuary, and interns are strongly encouraged to stay on-site. This housing can accommodate up to two same-gender individuals. Pets are not allowed. 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. Interns without their own transportation can catch a ride into town once or twice a week. On-site laundry machines are available, but you must provide your own laundry supplies.

**Fees & Living Expenses** – We require a fee from each Intern to support the Internship program without taking away from any animal care expenses. This fee will cover rent, utilities, local phone service, access to the Internet, and/or training materials. Interns are responsible for their own transportation, food, laundry 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

Fees for Interns Not Requiring Housing: \$100/month, totaling \$300 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.*

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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 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?

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### **Video Interview Questions – continued**

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?
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 will be given to interns upon arrival from care staff to help 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 6<sup>th</sup> week of their internship. The Animal Care Staff will be available to brainstorm ideas for enrichment projects.
- 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 sanctuary residents stress
- 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

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

Are you applying for the Director's Scholarship? YES NO

Are you going to receive credit 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 skin 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: \_\_\_\_\_