



Dear Internship Candidate,

Thanks for your interest in becoming a part of the team here at the WNC Nature Center, a part of the City of Asheville's Parks, Recreation and Cultural Arts Department. With over 40 acres of Southern Appalachian habitat, the WNC Nature Center is a prime attraction in the Asheville area for families, residents, and visitors. The Nature Center is proud to be accredited by the Association of Zoos & Aquariums. We welcome over 170,000 visitors annually and provide care for over 60 species of wild and domestic animals as we work towards our mission of connecting people with the animals and plants of the Southern Appalachian Mountain region.

Are you looking to gain experience or to learn more about zoo careers? The WNC Nature Center is searching for seasonal interns to assist with our animal and education departments. All of our internship positions are volunteer non-paid positions; internships may be eligible for school credit, pending your school's approval. The Nature Center can only host a limited number of interns each season, so the selection process is competitive.

If you are seeking paid employment, all hiring for full-time or paid positions with the Nature Center or Asheville Parks and Recreation are posted on the City's website at [www.ashevillenc.gov](http://www.ashevillenc.gov).

Both the Nature Center and the Friends of the Nature Center are always looking for volunteers. If you're not able to commit to a full internship (20-40 hours per week) or if you are not offered a formal internship, please consider volunteering. To find out more about volunteering, visit our website: [www.wildwnc.org/volunteer](http://www.wildwnc.org/volunteer).

For general information regarding internship possibilities at the WNC Nature Center, please see the descriptions below. See our website for current internship openings and applications.





# Animal Department Internship

General Internship Timeframe:	Application due by:
May – August	April 20
August – December	July 20
January – May	December 20

**\*\*We are NOT accepting Animal Department Internship Applications at this time\*\*  
Please check back for future opportunities in the Animal Department.**

Time: 9:00-4:30, 35-40 hours per week (flexible hours)

Location: WNC Nature Center, east Asheville

Sponsor: City of Asheville's Parks and Recreation Department

The WNC Nature Center offers non-paid naturalist (animal keeper) internships to qualified applicants seasonally. Each intern will have a defined placement and defined responsibilities within the animal department, as described below:

## **Nature Lab and Small Mammal Intern -**

Duties and Responsibilities include, but are not limited to:

- Day to day cleaning of all microhabitats
- Weekly/Monthly full cleans of microhabitats
- Recording and logging of meals and cleans
- Water testing on aquatic habitats
- Public presentations and handling of reptiles and amphibians
- Daily enrichment for herp collection
- Assist keeper in feeding of herp collection
- Ability to follow directions precisely
- Ability to listen and adhere to any and all instructions
- Daily cleaning of otter habitat
- Daily cleaning of otter backup areas
- Daily cleaning of weasel habitat
- Daily cleaning of fox and raccoon backup areas
- Daily enrichment of all small mammals
- Assist keeper in feeding of all small mammals
- Public presentations on small mammals
- Record keeping as needed
- Cleaning and maintaining of behind-the-scenes areas
- Assist other animal keepers, staff, interns and volunteers as needed



### **Hoofstock and Raptor Intern (Barn, Petting Area, Birds of Prey, White Tailed Deer Yard)**

Duties and Responsibilities include, but are not limited to:

- Daily cleaning and maintenance in the barn and poultry palace (cleaning stalls, water buckets, feed troughs, hay bags), aviary, and white tailed deer yard
- Moving and stacking hay, straw, pine straw, feed bags, etc.
- Exhibit maintenance in the petting areas, aviary, deer lot, and barn
- Maintaining the petting area (includes cleaning, changing of water, monitoring the animals, and public interactions)
- Daily public interaction and programming
- Helping staff to prepare and distribute enrichment for animals in their care
- Meal preparation
- Ability to execute tasks such as raking, sweeping, shoveling, etc.
- Daily observations of animal behavior, eating habits, and overall health
- Helping the staff with obtaining animal weights and performing hoof trims
- Helping staff inventory barn supplies
- Ability to move and handle feed bags, straw, hay, water buckets etc. of weights of upwards to 50lb on a regular basis
- Ability to handle and use a weed eater
- Ability to handle raw meat, rodents, and fish
- Helping staff with record keeping as needed
- At times helping to work with and supervise a variety of volunteers
- Assist other animal keepers, staff, interns and volunteers as needed
- Ability to work outdoors in all weather conditions
- Ability to follow directions precisely
- Ability to listen and adhere to any and all instructions

**If you have questions or require more information about these positions, contact JoAnne Willoughby at [jwilloughby@ashevillenc.gov](mailto:jwilloughby@ashevillenc.gov).**

*The City of Asheville values and respects a diverse community, workforce and ideas, and is committed to promoting an equitable, fair, and just working environment. Our organization seeks to create and provide access and opportunities to volunteers, residents and visitors to fulfill their potential through inclusive engagement practices. All qualified applicants will receive consideration for volunteer positions without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, genetic information or veteran status.*



# Environmental Education Internship

General Internship Timeframe:	Application due by:
<b>Summer:</b> May – August	April 20
<b>Fall:</b> September – November	August 20
<b>Spring:</b> March – May	February 20

**Applications are accepted on a rolling basis until all positions are filled.**

Time: 9:00-4:30, 20-40 hours per week (flexible hours)

Location: WNC Nature Center, east Asheville AND/OR Remote work

Sponsor: City of Asheville's Parks and Recreation Department

Interested in getting started in environmental education? Love animals and want to share your passion with others? Experience a full sampling of all the different roles educators take on—no two days will be exactly the same. This intern will interact with guests in formal and informal encounters daily and grow their natural history content knowledge. In the summer, the intern will primarily work to assist with the supervision of our Young Naturalist program (a long-running teen volunteer program with approximately 80 students each summer). Help us work towards our mission of connecting our volunteers and visitors to the animals of the Southern Appalachian mountains.

## Job Duties:

- Assist with supervision of the Young Naturalist teen volunteer program (Summer only)
  - Prepare supplies before volunteer arrival, assist with volunteer check-in, and follow behind volunteers to ensure all is completed appropriately.
  - Do daily rounds on Young Naturalist volunteers: answering questions, monitoring volunteer performance, assisting with volunteer tasks, and mentoring the teens.
  - Learn to collect and report data for national citizen science monitoring projects.
  - Manage virtual components of the volunteer program.
- Visitor Engagement & Programming
  - Interact with visitors at docent stations.
  - Learn to create and deliver public interpretive programs.
  - Deliver environmental education for school groups.
- Complete an environmental education special project TBD (based on intern interest and Nature Center needs)

## Qualifications:

Required knowledge, skills and experience:

- Be at least 18 years of age.



- Show maturity, understand your workload capacity (can you do a good job in this internship while you also... attend school, work another job, etc.).
- Comfortable working indoors and outdoors in all weather conditions and on uneven terrain without direct supervision after completing training.
- Must enjoy speaking to the public and be willing to engage passing visitors.
- Able to interact tactfully and courteously with the general public and Nature Center staff.
- Willing to work with groups of children, adults, and teenagers.
- Willing to handle reptiles, amphibians, and insects.

It's great if you have any of the following knowledge, skills and experience:

- Knowledge of plants and animals native to the Southern Appalachians.
- Major in wildlife, biology, conservation, natural sciences, environmental education, education or related fields.
- Experience in a nature center, natural history museum, school, or related setting.
- Conversational proficiency in Spanish.
- CPR/First Aid Certification.

Unique considerations that this position demands:

- This position will be required to work at least one weekend day per week. Evening hours required on occasion for special events.
- Must be able to navigate approximately 3 miles daily on paved paths/trails, leading tours and checking on volunteers.
- While internships are hybrid, must have reliable internet access and a computer to work from.

**If you have questions or require more information about this position, contact Chrissy Cochran at [ccochran@ashevillenc.gov](mailto:ccochran@ashevillenc.gov) or 828-259-8084.**

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