



Tenaflly Nature Center is an independent non-profit member-supported 400 acre nature preserve, located in Tenaflly, NJ, five miles north of the George Washington Bridge. With over seven miles of trails and a 3-acre pond, TNC is the largest privately-run nature center in Bergen County.

**Animal Care Internships** are for undergraduate students with an interest in environmental or animal-based careers and have completed at least two years of college. Interns will assist the Tenaflly Nature Center Animal Care team with day to day care, improvements to care and enrichment, and informational/interactive displays regarding Animal Ambassadors. A Tenaflly Nature Center Animal Care Intern develops the skills needed to continue a career in the environmental field, a research environment, or in animal husbandry.

**Summary:** Reports to, and work closely with, a TNC Animal Care Manager and Animal Care Attendant with all aspects of Animal Care. They are responsible for helping to maintain top-quality environments for our Animal Ambassadors, and have a passion for their health and wellbeing. Animal feedings, cleaning, weighing, visual assessments, enrichment activities and record keeping will be major parts of this position. By providing a healthy environment for our collection of 30+ animals, the Animal Care Intern supports our education department's mission of connecting audiences with our Animal Ambassadors through ~1200 programs annually.

**Duties & Responsibilities:**

- Work on one major project, such as updating an animal enclosure, developing new enrichment protocols, or creating educational displays
- Implement animal wellness and habitat checks, including filtration, water quality, humidity, lighting, temperature, cleanliness
- Maintain detailed records of health: medication, behavior, enrichment, training, welfare and visitor engagement, in electronic and hard copies when necessary
- Maintain indoor animal enclosures and outdoor aviaries to be in compliance with licensing standards Observe the animals and report promptly on any indication of illness or problems
- Help with weekly husbandry needs for Animal Ambassadors
- Assist in feeding and taking care of Animal Ambassadors and the daily care and operation of their enclosures.
- Assist in preparing animal diets or other food substances. May assist in acquisition of food and other supplies.
- Greet and engage visitors; articulate TNC's mission and project a helpful and positive attitude when interacting with the public, including TNC members, parents, teachers, and group leaders in person & on the phone.
- Assist staff with answering phones, as needed, field natural history questions from the public, and direct questions to appropriate experts.
- Perform other duties as assigned.

**Qualifications:**

- Currently enrolled in a college/university and have completed at least two years of course work in a major field of study to be applied during the internship (e.g. education, environmental studies, biology, zoology, or related fields).



- Knowledge of and passion for the natural world with an interest in environmental or animal-based sciences
- Comfortable handling or learning to handle reptiles, invertebrates and amphibians (training provided).
- Mastery of Microsoft Office and common office equipment. E-mail and internet access required.
- Enthusiastic, outgoing, patient, and flexible when working with children and adults.
- Ability to work both independently and on a team with minimal supervision.
- Ability to communicate effectively and interact well on the phone and in writing.
- Ability to manage multiple tasks simultaneously.
- Ability to walk all the trails of TNC and climb one flight of stairs. Ability to lift and move up to 50 lbs.
- Willingness to work outdoors in variable weather conditions and variable terrain.
- Must be fully vaccinated for Covid-19 by start date (Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law)

**The attitudes and personal characteristics demonstrated in all Animal Care positions are:**

1. Enthusiasm, patience, understanding, flexibility, and energy for working with animals and the public.
2. Projecting a positive and professional image.
3. Self-motivated, detailed-oriented with the ability to work both independently and as part of a team.
4. Ability to multi-task and make decisions requiring good judgment in the absence of specific directions.

Tenaflly Nature Center is committed to building a staff that reflects the communities and students we serve and is an Equal Opportunity Employer.

**Animal Care Seasonal Internship:** Interns have a 20 hour/week schedule for 12 weeks. Unpaid.

**Length of Internship:** Fall internships are from mid-late September to mid-late December. Winter internships are from mid-late January to mid-late April. Spring internships are from mid-late March to mid-late June, summer internships are from mid-late May to mid-late August. Specific dates are somewhat flexible to suit varying schedules.

**Application Process:** To apply, please submit a complete application package which includes: cover letter, resume and completed internship application form via email to Alex Braunstein

[Abraunstein@tenafllynaturecenter.org](mailto:Abraunstein@tenafllynaturecenter.org). No calls please.

**Download Internship Application Form:**

- **College** internship candidates [please complete this necessary application form](#) and submit is along with all requested documents.
- **High School** internship candidates [please complete this necessary application form](#) and submit is along with all requested documents.

**Application Deadline:**

- Fall application packages must be received by **September 1**.
- Winter application packages must be received by **December 1**.
- Spring application packages must be **received by February 28**.
- Summer application packages must be **received by March 31**.

**Incomplete applications or applications received after the deadline will not be considered.**