

Jungle Friends Intern Position:

Jungle Friends is a 501-(c)-3 non-profit sanctuary and home to over 50 new world primates (capuchins, squirrels and spiders), most of which were ex-pets. We rehabilitate and socialize the monkeys with their own species and all of the males have vasectomies to prevent breeding.

Jungle Friends is located on 12 acres convenient to town and staffs 4 on-site caregivers. We generally select on-site caregivers through our intern program. Accommodations are clean and furnished with all of the conveniences you should need. If you have interest in becoming a fulltime caregiver, please ask about our current openings.

Your work will include general husbandry; cleaning, feeding & enrichment. It will also include building & repairing habitats, general grounds maintenance & record keeping.

The work is labor intensive, summer days are very hot and humid and temperatures can drop to the 20's in the winter. The hours are long, usually sun-up to sundown, and there can be times when days off are scarce. We try to give a day off each week. The work is difficult and can be stressful, but the rewards are great!

Qualifications:

We are looking for very special people. You must be friendly and have good communication skills, work well with others and have the ability to lead others as well as follow. You must be even-tempered and down to earth. Your own transportation is not required, but is convenient.

We ask that you come to Jungle Friends for a one-week trial period to evaluate your suitability for this position. If this is not possible, an exception can only be arranged through Kari Bagnall, our Executive Director. You must be in a position to make a 6-week commitment Jungle Friends.

Due to insurance & health considerations, we are unable to consider applicants who smoke.

Stipend:

Intern: There is no stipend available for interns. Room and board is provided, as well as food and drinks. This is a vegetarian organization. No meat is allowed to be consumed, cooked or stored on Jungle Friends premises. Our consists of mainly fruits, vegetables, tofu, cereal, food bars and snack foods.

The hours spent in service at Jungle Friends may apply to the 1,000-hour requirement to be licensed in Florida to handle and transport monkeys. While this is valid in Florida only, the certification is useful on résumé's whenever applying to work with primates. We do not provide documentation of hours for "pet" monkeys. Jungle Friends is working toward the banning of wild animals sold in the pet trade, through legislation.

Procedure:

1. **Complete and return the Application.** (page 7)
2. **Include your CV/resume.**
3. **Read, sign and return all of the following:**
 - Jungle Friends Sanctuary Rules (page 4)
 - Release of Liability Waiver (page 5)
 - Applicant Questions (page 9)
4. **Include a copy of your valid driver's license or other valid picture ID.**
5. **Include copy of current vaccination records, including TB test.**
6. **Include proof of current health insurance coverage.**
7. **Copy the Reference Form and distribute to at least 2 personal and 2 professional references. Ask them to fax, email or mail to Jungle Friends.** (page 6)
8. **Please arrange with your local police department, a criminal background check and submit to Jungle Friends (to be completed before trial date). If unable to provide this, please send with your application, \$30 for a background check.**
9. **Be sure to keep copies of everything that you sign and send to Jungle Friends for your own records, in case the packet is lost in transit.**
10. **Please put all of the Jungle Friends information in a binder, along with the Procedures Manual when it arrives, and bring it with you to Jungle Friends.**

Interview:

Once we have your completed application and questionnaire from the application packet (page 7), we will contact you to arrange a telephone interview. We will set a mutually workable time and date then ask that you call us direct. The interview will last approximately 30 minutes.

Contact Info:

Kari Bagnall kari@junglefriends.org

Jungle Friends Primate Sanctuary
13915 North State Road 121
Gainesville, FL 32653

www.junglefriends.org

(386) 462-7779 Main Office
(386) 418-0808 Volunteer Office (Voice and fax. Press start at beep.)

Sample Daily Schedules

Schedules are subject to change as needed

<u>Spring and Summer</u>	<i>(Summer daylight hours are 6 am – 9 pm)</i>
6 – 8	Feed & Medicate monkeys. <i>Staff handle feeding and monkey medication. You may be asked to help with feeding depending upon available staff.</i>
8 – 12	Interns start morning chores
9 – 9:30	Staff Meeting
12 – 2	Lunch Break
2 – 6	Afternoon Chores
6 – 7	Dinner Break
7 – 9	As assigned or off.
<u>Fall and Winter</u>	<i>(Winter daylight hours are 8 am – 6 pm)</i>
7 – 9	Feed & Medicate monkeys
9 – 1	Interns start morning chores
1 – 2	Lunch Break
2 – 6	Afternoon Chores
6 – 8	As assigned or off

If you have any questions or concerns regarding the schedule or internship in general, please discuss it with us prior to your arrival.

We want your stay at Jungle Friends to be a valuable learning experience and to inspire you to work toward a better life for captive primates, to support legislation banning the exotic pet trade and to help conserve natural habitats around the world.

JUNGLE FRIENDS SANCTUARY RULES

A successful caregiver here at Jungle Friends is here for the Monkeys.

Please read the regulations below and sign at the bottom, therefore acknowledging that you understand and agree them. These rules are for your safety and the well being of the monkeys.

1. Due to insurance considerations, smoking is not permitted at Jungle Friends.
2. DO NOT come within 3' of the animals' habitats or put your hands on or in the enclosures.
3. DO NOT talk to any of the animals without specific permission from the team leader in charge.
4. DO NOT run around the premises or make loud noises - be respectful of the monkeys' space. Some monkeys do not like to be stared at, if they make it apparent that they don't want your company, avert your eyes and walk away. Please be considerate of their ways of communication.
5. DO NOT go into any enclosures where monkeys are present.
6. DO NOT come to Jungle Friends if you are ill or have a canker sore, as you can transmit viruses.
7. DO NOT feed the monkeys or pick up and hand them food they drop. We must know exactly what they eat so that their diet remains balanced; we have several monkeys that require special diets. Also, never touch the monkey's food once it is in their possession.
8. DO NOT ever take anything away from a monkey. If it is something they should not have, let your team leader know immediately.
9. DO NOT touch each other or hand anything to another person in the monkeys' presence.
10. When and *if* you are given permission by Kari, always talk to the monkeys in a low soothing voice. Monkeys are quiet creatures and communicate more through gesturing than vocalizations. Never use any negative words (such as no, don't stop, bad, etc.) or argue in the monkeys presence.
11. If you take something into an animal's space when cleaning, always remember to take it out, i.e. rags, brush, bucket, scissors etc.
12. While cleaning a habitat, always make sure the outside entry gate is closed while inside.
13. Always lock habitats before leaving the area, and have your locks double checked by a team leader who alone, may give the monkeys access back into the area. Always close gates and doors after entering or exiting.
14. There is a sign in sheet. Always sign in and out.
15. Clean up after yourself and put away everything you use. A clean sanctuary is a happy sanctuary!
16. If you do not understand the rules or have questions or concerns, please talk to Kari or Larry.

Print your name: _____

Signature _____ Date: ___/___/___

Jungle Friends Primate Sanctuary

Please read and be certain you understand the implications of signing.

EXPRESS ASSUMPTION OF RISK ASSOCIATED WITH WORKING WITH EXOTIC ANIMALS INCLUDING MONKEYS, MACAWS AND COCATOOS.

I _____ do hereby affirm and acknowledge that I have been fully informed of the inherent risks and hazards associated with volunteer and caregiver duties on a site where exotic animals including monkeys, macaws and cockatoos habitat. I have read the Jungle Friends Rules and I understand them and agree to abide by them. I fully understand that these risks and hazards can lead to severe injuries from bites and scratches from the exotic animals that habitat Jungle Friends Primate Sanctuary, as well as risks associated with manual labor at Jungle Friends. I understand that there are only limited medical care capabilities on site at Jungle Friends Primary Sanctuary and that in the event of accident I may need to call upon the services of the Alachua County Emergency Medical Services or a Gainesville, FL area hospitals at my own expense. Despite the potential hazards and dangers associated to the care of exotic animals and manual labor, I wish to proceed and I freely accept and expressly assume all risks, dangers and hazards that may arise from volunteering or working at Jungle Friends Primate Sanctuary, which could result in personal injury, loss of life and property damage to me.

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT:

In consideration of being allowed to volunteer or work at Jungle Friends Primate Sanctuary, as well as the use of any of the facilities and the use of the equipment of the below listed releasees, I hereby agree as follows:

1. TO WAIVE AND RELEASE ANY AND ALL CLAIMS based upon negligence, active or passive with the exception of intentional, wanton or willful misconduct that I may have in the future against any of the following named persons or entities (hereafter referred to Releasees): Jungle Friends Primate Sanctuary, Kari Bagnall as well as all staff, interns and volunteers associated with Jungle Friends Primate Sanctuary.
2. To release the releasees, their officers, directors, employees, representatives, agents and volunteers, from liability and responsibility, whatsoever, for any claims or causes of action that I, my estate, heirs executors or assigns may have for personal injury, property damage or wrongful death arising from Jungle Friends Primate Sanctuary activities whether caused by active or passive negligence of the releasees or otherwise with the exception of gross negligence. By executing this document, I agree to hold the releasees harmless for any injury or loss of life, which may occur to me during Jungle Friends Primate Sanctuary activities.
3. By entering into this agreement, I am not relying on any oral or written representation or statements made by the releasees, other than what is set forth in this agreement. I further agree that this Agreement shall be governed by and interpreted in accordance with the laws of the State of Florida, United States of America.
4. If any provision of this release is found to be unenforceable or invalid, that provision shall be severed from this contract. The remainder of this contract will then be construed as though the unenforceable provision had never been contained in this document.

I hereby declare that I am of legal age and am competent to sign this Agreement or, if not, that my parent or legal guardian shall sign on my behalf, and that my parent or legal guardian is in complete understanding and concurrence with this agreement.

I AM 18 YEARS OF AGE OR OLDER AND I HAVE READ THIS AGREEMENT, I UNDERSTAND IT, AND I AGREE TO BE BOUND BY IT.

Signature of participant: _____ / /

Witness (Print Name): _____ Signature: _____

Signature of Parent or Guardian if Participant is a Minor, and by their signature they, on my behalf release all claims that both they and I have: _____ / /

**JUNGLE FRIENDS SUPERVISOR CONFIRMATION
I HAVE REVIEWED THIS AGREEMENT AND CONFIRM THAT IT HAS BEEN PROPERLY COMPLETED.**

Signature of Supervisor: _____ / /

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13915 N State Rd. 121

Gainesville, FL 32653

Voice: 386-462-7779

Fax: 386-418-0808

Kari@junglefriends.org www.junglefriends.org

Applicant's Name: _____ Position Desired: _____

Dear Sir or Madam

The above applicant has given us your name as a personal or professional reference. We would like you to estimate his/her ability, character, leadership skills and initiative. Your comments are confidential.

Please take into consideration as you complete this reference, the personal qualities necessary to an individual working with New World Monkeys. Please answer all questions and feel free to make additional comments. Thank you for your cooperation.

In what capacity have you known the applicant? _____ How long? _____

Describe the applicant's state of health and vitality, including limitations if any: _____

What skills can the applicant, to your knowledge, contribute to a sanctuary program in dealing with new world monkeys?

If the applicant is a past employee, would you rehire? _____ If no, please explain: _____

Personal Appraisal: Based on your knowledge of the applicant. Please check the appropriate column.

A = Outstanding B = Above Average C = Average D = Unsatisfactory ? = Insufficient opportunity to observe

	A	B	C	D	?	Comments
CONSIDERATION: Courteous in daily contacts, tempers criticism with tact, can advise without causing resentment						
FLEXIBILITY: Able to adjust to changes in working conditions, to cope with discomfort and stress.						
SENSITIVITY TO ANIMALS: Is sensitive to needs, problems of animals; relates well to them.						
LEADERSHIP: Has ability to supervise others and hold their respect; maintains a quiet but firm control.						
EMOTIONAL STABILITY: Shows judgment and acts quickly in an emergency situation; not easily upset or angered.						
INVOLVEMENT: Willing to become fully involved with others in his/her work.						
COOPERATION: A good team worker and maintains cordial staff relations.						
DEPENDABILITY: Accepts responsibility and can be trusted to carry out his/her job; requires little supervision.						
INITIATIVE: Thinks along original lines; sees new possibilities; willing to attempt the untried, if reasonable.						

Additional Comments: _____

Your Name: _____ Signature: _____

Telephone number: _____ - _____ - _____ Time best to call _____

Position: _____ Date: ___/___/___

Please
attach a
photo here

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Please print legibly and in ink.

PERSONAL INFORMATION

Name: _____ Date of birth _____ Date: _____

Mailing Address: _____ Social Security Number (US residents): ____ - ____ - _____

_____ Phone: (____) _____

_____ Zip: _____ Email: _____

Marital Status: _____ Must spouse, children or pets accompany you here? _____

Emergency Contact Information: Health Insurance Provider/policy number _____

Name: _____ Relationship: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____ Cell Phone: : (____) _____

_____ Zip: _____ Email: _____

College	Major Subjects	Dates Attended	Degree Awarded

Personal References: List at least 2 persons, NOT RELATED TO YOU OR LISTED PREVIOUSLY, who have knowledge of your qualifications applicable for the intern position. Enter the names of persons who have known you for at least 6 months. If additional space is required, please list on a separate sheet of paper and attach to this application.

Name: _____ Position: _____ Phone: (____) _____

Address: _____ Zip: _____

Name: _____ Position: _____ Phone: (____) _____

Address: _____ Zip: _____

Professional References: List at least 2 persons, NOT RELATED TO YOU OR LISTED PREVIOUSLY, who have knowledge of your qualifications for the position(s) that you are applying. Enter the names of employers, teachers and/or co-workers. If additional space is required, please list on a separate sheet of paper and attach to this application.

Name: _____ Position: _____ Phone: (____) _____

Address: _____ Zip: _____

Name: _____ Position: _____ Phone: (____) _____

Address: _____ Zip: _____

Dates	Employer/Supervisor	Company Name, complete address & phone	Nature of Work	Position
From: ___/___/___ To: ___/___/___				
From: ___/___/___ To: ___/___/___				
From: ___/___/___ To: ___/___/___				
From: ___/___/___ To: ___/___/___				

How did you hear about Jungle friends? _____

List work in similar areas: _____

Why do you want to work at Jungle Friends? _____

Please check all skills that apply: Microsoft Word ____, Excel ____, PowerPoint ____, Access ____, Quick Books ____, HTML ____, Bookkeeping ____, Carpentry ____, Plumbing ____, Refrigeration ____, Air Conditioning ____, Auto Mechanic ____, Electrical ____, Insulation ____, Dry Wall ____, Tile Setter ____, Gardener ____, Landscape ____, Heavy Equipment ____, Driver ____, Veterinary Medicine ____, Cook ____, Other _____

Do you have any impairment, physical or mental, that would interfere with your ability to as an intern? _____
If so, what? _____

Have you had any criminal convictions? _____ If yes, explain: _____

List all States that you have lived in within the last 7 years: _____

Driver's License:

Do you have a valid license? _____

State: _____ Number: _____ Type (CDL, Chauffer or Operator): _____

Agreement: I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for internship as may be necessary in arriving at a decision. After acceptance, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of Jungle Friends Primate Sanctuary.

Signature of Applicant: _____ Date: ___/___/___

Applicant Questions

Please answer the questions below individually and completely. Use another sheet if there is insufficient room.

1. What are your future goals...Where do you see yourself in 2 years, 5 yrs, and 10 yrs?
2. What will you offer Jungle Friends? What do you feel Jungle Friends has to offer you?
3. Have you ever worked doing physical labor? Sanctuary work is very labor intensive, are you in good physical shape?
4. How many hours do you sleep on average? Do you nap during the day?
5. What time do you get up in the morning? Do you need an alarm clock to rise early? What time do you wake up naturally?
6. Do you smoke? Do drugs? Drink to excess?
7. What bad habits do you have?
8. What good habits do you have?
9. How would you rate yourself as far as integrity and commitment?

10. Which word(s) best describes you? Intense, free-spirited, easy going, non-conformist / conformist, fickle, dogmatic, tenacious, extrovert / introvert, serious, witty or ambitious?

11. Are you able to follow directions? Could you give an example?

12. Do you consider yourself a leader & motivator or a follower? Are you a self-starter? Explain.

13. Are you a “starter” a “finisher” or do you follow through on a project from start to finish? Give us an example.

14. How do you learn, are you visual, auditory or tactile?

15. On an average, how long do you hold a job?

16. Can you make a six-week commitment to JF? Longer?

17. Do you work well with others? Give us an example.

18. Give us an example where it was difficult to work with others.

19. Do you make friends easily? Do you have many friends?
20. What are your best qualities?
21. What are your weaknesses?
22. In *one* word describe yourself. _____
23. How would your best friend describe you? Your parents? (Ask them)
24. What are your hobbies and interests?
25. Give an example of an emergency and how you handled it.
26. Give an example of a conflict between you and a co-worker and how it was handled.

27. What do you think you would you do in the event of a monkey escape?

28. How would you prevent an animal escape?

29. What would you do if you saw someone at Jungle Friends acting inappropriately with a monkey?

30. What would you do if you saw an injured animal in the road?

31. What animal experience do you have, personal / on the job?

32. Do you have pets? What arrangements have you made for them while you intern?

33. Do you consider yourself an advocate for animal rights or for animal welfare? Please explain.

34. If during your internship, a visitor came who was an animal researcher, a "pet" monkey owner or someone who owned or traded in exotic animals, how do you think you might react?

35. What are your views on captive wildlife?

36. Describe your diet? For instance, are you an omnivore, a vegetarian or a vegan?

37. Give an example of an experience you have had with someone whose lifestyle was different from yours.

38. Give us an example of a lifestyle or culture for which you would find it difficult to adjust.

39. Describe any prejudices you have.

40. How do you cope with isolation? Will you get lonely for your friends and relatives? Have you ever been away from home? If so, for how long?

41. Do you have a valid driver's license? Will you have a vehicle during your internship?

42. If a Genie granted you three wishes what would they be?

1.

2.

3.

I have answered the Applicant Questions truthfully and to the best of my ability.

Signature

Date