

# IHR Internship Program

## Internship Opportunities:

Administrations  
 Animal Care  
 Business Operations  
 Public Education & Program Development  
 Digital Marketing & Web Development  
 Advancement  
 Security  
 Behavioral Observation & Conservation

## 2015 Positions Currently Available

## Internship Semesters

<b>Spring</b>	January 2 – Applications due January 24 – Students notified February 21 – Semester begins May 31 – Semester ends
<b>Summer</b>	April 2 – Applications due April 26 – Students notified May 24 – Semester begins August 31 – Semester ends
<b>Fall</b>	July 31 – Applications due August 7 – Students notified August 14 – Semester begins November 30 – Semester ends
<b>Winter</b>	October 1 – Applications due October 23 – Students notified November 26 – Semester begins February 28 – Semester ends



## Interested in earning hands-on experience in your career path of choice?

Our Internship Program may be for you! Our internship experience is an exciting learning opportunity for college students to participate in various departments here at Idle-Hour Ranch to achieve learning goals associated with their field of study.

Interns will be carefully monitored by the Volunteer Manager and their managers to ensure that they have an opportunity to actively participate in his/her learning experiences, and if applicable, that they meet the requirements of their educational institution for academic credit. The program features a learning agenda complete with objectives, observation, reflection, evaluation, assessment, safety training, and periodic performance evaluations. Internships generally last for 14 weeks, and are performed during IHR business hours.

## Have Questions?

Please read all three pages of this program before contacting the Volunteer Manager at [IHRtheplacetobe@gmail.com](mailto:IHRtheplacetobe@gmail.com)





## More Information

### FAQ:

#### Is housing available?

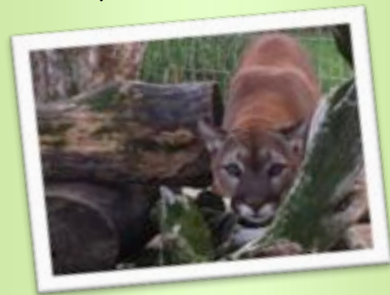
Not at this time. Interns are currently responsible for finding housing and all related expenses for the duration of the internship.

#### Are these internships paid?

No. ALL internships are unpaid. There will be no salary, stipend or monetary reimbursement for time volunteered for an internship.

#### Is transportation available?

No. Interns are responsible for all transportation to and from IHR and must be able to secure reliable transport for the duration of the internship.



#### Must I pass a background check?

Yes. Interns must pass a background check prior to an offer of internship with IHR.

#### What is IHR's drug/alcohol policy?

IHR has a strict no-tolerance policy concerning drugs and alcohol. Interns must be prepared to pass random drug tests throughout the internship.

#### Is there a dress code?

Yes. Interns must be in dress code at all times while working at the ranch. This includes an IHR t-shirt, pants/jeans, work boots, clean appearance, good hygiene, no jewelry (Animal Care), etc. See IHR Intern Handbook for more info.

#### Are there any fees for internship?

Yes. There is a \$25 fee due at time of orientation. Intern will receive two IHR work shirts and a personalized nametag.

### How is this program structured?

Idle-Hour Ranch's Internship Program consists of an exciting hands-on experience that lasts for a minimum of 13 weeks. Internships are unpaid. However, at the successful completion of an internship period, interns will receive complimentary admission passes to IHR and letters of reference upon request.

Idle-Hour Ranch uses a multi-faceted approach to ensure positive learning experience for our interns. The program is structured through use of daily tasks/curriculum, open communication, record keeping, and evaluations. Interns are welcomed to use their experience with IHR as an opportunity to build their portfolios.

### Who is eligible?

Applicants must:

- Be at least 18 years of age
- Have a GPA of 2.5 or higher
- Be a Junior, Senior, or Master's level student or recent graduate
- Have reliable transportation for the duration of the internship
- Be able to pass a background check
- Be able to pass a drug test
- Understand that ALL internships are unpaid and on a volunteer basis
- Be able to pay a \$25 application fee

Please read individual internship outlines to see further requirements. To be considered for a position, applicants must meet all requirements and may apply online or through mail with completed Application and attachments listed for each internship outline.

### Intern Schedule Requirements

- All Applicants must be willing and able to commit to a 14 week internship
- Animal Care Interns must be able to commit to a schedule of a minimum of 24 hours per week. Some nights and weekends (Friday, Saturday, Sunday 10:00am to 7:00pm) may be required. Work during non-business hours may be arranged by the Volunteer Manager

- Education and Conservation Interns must be able to commit to a schedule of a minimum of 24 hours per week. Availability during business hours (Friday, Saturday, Sunday 10:00am to 7:00pm) is required
- Operations, Administrations and Advancement Interns must be able to commit to a schedule of a minimum of 24 hours per week. Availability during business hours (Friday, Saturday, Sunday 10:00am to 7:00pm) is required
- Security, Online Marketing and Web Development Interns must be able to commit to a schedule of a minimum of 20 hours per week. Availability during business hours (Friday, Saturday, Sunday 10:00am to 7:00pm) is required. Work during non-business hours may be arranged by the Volunteer Manager

### After applying:

Applications will be collected by IHR management and carefully reviewed. Only candidates meeting all of the internship requirements will be notified of an Interview date and time. Once interviewed, selected candidates will return for Orientation and Training at the beginning of the semester. Orientation and Training is required prior to internship.

### If an internship offer is made:

- Selected candidates will be notified by IHR with an offer of internship and an interview date will be set.
- Eligible candidates who have completed their Interview, and have been invited back for Orientation, will be responsible for a nonrefundable \$25 application fee at the time of Orientation.
- Interns will each receive two IHR shirts and a personalized nametag to be worn during working hours.
- Internships are unpaid. Housing and transportation is not provided.
- Candidate must be willing to adhere to the policies and procedures outlined in the Idle-Hour Ranch Intern/Volunteer Handbook.
- All offers are contingent on the successful completion of a criminal background screening and on receipt of documentation of negative TB test within the last 9 months and proof of a Tetanus vaccination within the last 5 yrs.

## FAQ (continued):

### Why TB and Tetanus if my internship has nothing to do with animals?

IHR requires proof of Tetanus vaccine and negative TB test results from all interns in order to safe guard the health of both our interns and animals alike. This is true even if the intern is not in a field of study that works directly with animals, as chances are, they will still be coming into contact with the animals at some point during their internship.

### What if my field of study is not among IHR's internship options?

If you are looking for a particular type of internship that is not listed here, and you would like to work with IHR, please contact the Volunteer Manager to find out if other options are available to you.

### Can I internship with IHR for more than one Semester?

Yes. Due to high demand, however, in order to accommodate other applicants, IHR Management approval is first required for any such extensions. Let the Volunteer Manager know if you are interested in the possibility of an extended internship.

## Interested in applying for an internship at Idle-Hour Ranch?

1. Choose an Internship department
2. Choose the best available Semester
3. Complete Internship Application
4. Include in your application packet:

Application, Resume, Letter of Recommendation, Requirements for Credit, signed Release, signed Disclaimer, proof of Negative TB, proof of Tetanus vaccination, and Essay

5. Send completed packet to Idle-Hour Ranch by the Semester's Application Due Date

*Students receiving an offer of internship with IHR will be notified approximately one to three weeks after Application Due Date with an invitation to Interview with IHR Management*

