New Mexico Wildlife Center in Espanola

NOW HIRING INTERNS for FALL 2021!

POSITION DESCRIPTION:
Young adults interested in working with the public, and with an interest in animals, are sought for a paid internship, September through December, 2021, at the New Mexico Wildlife Center in Espanola. At the NM Wildlife Center, you will be a Greeter at the Visitor Information Center.

You will report directly to your supervisor at Rocky Mountain Youth Corps, as well as the NM Wildlife Center's Volunteer Coordinator. RMYC Supervisor will be present to provide support in-person, for as long as is preferable for all involved.

This is a part-time, temporary position that runs from September through December, 2021, with possibility of continuing January through May, 2022.

SCHEDULE:
● We will work together to determine a weekly schedule that works for the Intern, the NM Wildlife Center, and Rocky Mountain Youth Corps, depending on the Intern’s school schedule.
  ○ Shift possibilities are Monday through Saturday, between the hours of 9:00am and 4:00pm.
 ● Up to 8 hours per week, including job skills workshops and meetings with Rocky Mountain Youth Corps

Orientation Day: tentatively scheduled for Saturday, September 11, 2021, in Santa Fe (transportation will be provided, if needed), 10:00am to 3:00pm

*NOTE: as the COVID-19 pandemic continues, we may need to alter this schedule, suspend work, or cancel this job altogether. RMYC and NMWC are continually monitoring all health and safety guidelines as they evolve.

COMPENSATION:
The Intern/Corpsmember will be hired as an hourly, temporary employee, starting at $11.50/hour. This is a non-AmeriCorps corpsmember position.
QUALIFICATIONS: must meet all 3

1. **14-21 years old**

2. Have a **barrier to employment**, as defined by this crew’s partner, the NM Division of Vocational Rehabilitation, such as: an IEP within the last 3 years; Medical reports from an MD; or diagnosis from a licensed clinical social worker, mental health counselor, psychologist or psychiatrist; or, documentation as client of NM DVR

3. Be a **student**: High school student or college/technical school student

ESSENTIAL DUTIES:

- Welcome and greet visitors enthusiastically and with friendliness, respect, and inclusiveness of all; provide excellent customer service
- Communicate with visitors, including answering questions they may have and giving information about Animal Ambassadors in the building
- Direct visitors and animal rescuers to appropriate check-ins
- Complete logbook of all visitors/rescuers
- Inform visitors/rescuers of organization’s COVID protocols, including wearing face masks
- Take inventory and stock Gift Shop
- Take payments of credit card or cash, make change as necessary
- Maintain a positive attitude for entire shift, whether visitors are present or not
- Manage your time productively while working, including keeping busy even during slow times, taking initiative to stay busy
- Ability to comply with all NMWC and RMYC policies
- Ability to respond to direction from RMYC Supervisor as well as NMWC Staff
- Develop obtainable goals for your transition into further education, employment, or service. Participate in 1:1 sessions about your personal and professional development.

TO APPLY for Espanola Wildlife Center Intern online, click link below:

Application Link

APPLICATION DEADLINE:

AUGUST 15 preferred, August 20 at the latest

For any questions or help applying, or for a paper application, contact Supervisor, Denise Dumesnil (575) 613-5489 (text is welcome), denise@youthcorps.org

Rocky Mountain Youth Corps and New Mexico Wildlife Center are equal opportunity employers and do not discriminate against any individuals on the basis of race, color, gender, gender identity, age, national origin, marital status, sexual preference or disability. RMYC and NMWC are drug free workplaces. All RMYC positions depend upon funding availability and health guidelines.