Dane County Humane Society
Helping People Help Animals

5132 Voges Road • Madison, WI 53718
(608) 838-0413 • giveshelter.org

Job Title: Werndli Apprentice

Reports to: Wildlife Program Manager

Supervises: Wildlife Center Volunteers and Interns

Hours: Full time including frequent evening, weekend and holiday shifts

Pay Rate: $15/hour for 1 full year (approximate dates: 11/15/26 – 11/16/26)

Scope of Position: Learning all aspects of running a non-profit wildlife rehabilitation program and obtaining a basic Wisconsin wildlife rehabilitation license within one calendar year. Regular tasks are detailed in each section below and include performing basic and advanced wildlife rehabilitation techniques, volunteer and intern training, volunteer management, and completing online coursework/readings to prepare for a future employment in the wildlife rehabilitation field.

Duties and Responsibilities:

Wildlife Patient Admission and Care **40%**

- Complete all online training courses to learn established wildlife care protocols.
- Learn and practice proper handling techniques and follow specific care protocols for all native Wisconsin wildlife species admitted to DCHS Wildlife Center.
- Supply adequate food, housing, and shelter to wildlife in rehabilitation in addition to providing daily medications and treatments as directed by advanced-licensed (senior) rehabilitators.
- Complete daily patient wellness checks, and review patient concerns for further evaluation.
- Maintain accurate patient records by recording daily SOAP and procedural notes, logging medications or treatments given, and adding diagnostic tests or results to Wild-ONe.
- Learn and practice the process of admitting new patients including performing physical exams, weighing and providing patient IDs, completing associated paperwork and electronic medical

records, and completing wildlife veterinary diagnostics as indicated based on established protocols (e.g. baseline bloodwork, fecal exams, radiology, ophthalmology, and oral swabs).

- Provide humane euthanasia, under the direction of an advanced license holder or sponsoring veterinarian, when indicated based on established protocols and after EBI (euthanasia by injection) training is complete.
- Commit to demonstrating appropriate ethics & welfare practices in wildlife rehabilitation.
- Ensure medical and patient care supplies are stocked in adequate levels.
- Keep a clean, organized, and sanitary facility to help reduce the risk of disease transmission.

Volunteer/Intern Management and Training **35%**

- Attend all new volunteer and intern orientations, trainer meetings, and volunteer support assistant meetings as annually scheduled.
- Schedule and train new volunteers (i.e., Wildlife Assistants and Wildlife Receptionists).
- Provide training, shadowing, guidance, support, and shift supervision to interns and volunteers; be a secondary point of contact for the Wildlife Program Manager.
- Ensure all health & safety protocols are followed by volunteers and interns during shifts; supervise and coach individuals when appropriate to promote best-practice techniques.
- Share volunteer and intern concerns and their need(s) for continued training/support with the Wildlife Program Manager. Offer constructive feedback or mid-term reviews if requested.
- Learn how to use and maintain Volgistics (VIC) volunteer management software.
- Learn how to use Volunteer Support Assistant tools and documents (e.g., Google Drive/Sheets).
- Aid the Wildlife Program Manager with annual edits and updates to wildlife training materials, and performing administrative-related tasks.
- Lead daily shift rallies and update communication and wildlife care area whiteboards weekly.
- Maintain daily housekeeping and project checklists, delegate work to interns and volunteers, and aid the team to ensure all necessary tasks are completed by the end of each shift.
- Promote a positive working atmosphere to continually improve staff, volunteer, and intern satisfaction and retention.

Wildlife Reception **20%**

- Fill in for open reception shifts as necessary to ensure adequate phone and admissions coverage.
- Admit new patients to DCHS's Wildlife Center, as directed by advanced-licensed (senior) staff, and enter each case into Wild-ONe, the online computer database.
- Keep up with reception-related e-mails or text line message from the public; respond as needed.
- Demonstrate excellent interpersonal skills to communicate effectively and maintain a positive attitude while working with members of the public.
- Maintain cleanliness and organization of the reception/admission area and related equipment.

Sponsorship Requirements and Networking Opportunities **5%**

- Obtain a basic Wisconsin rehabilitation license within the apprenticeship term.
- Attend career-related conferences and/or events within the apprenticeship term.
- Participate in public relations duties, such as donor meet-and-greets, releases, or media requests.

Additional Job Duties

- Keep current with program and organizational updates via regular written and verbal

correspondences (e.g. leadership team e-mails, Asana updates, and at daily huddle).
- Attend all DCHS All-Staff and Wildlife Center Department meetings.
- Attend bi-weekly one-on-one meetings with the Wildlife Program Manager.
- Assume additional responsibilities as assigned.

Qualifications/Requirements:

- College degree and full-time work experience. Background managing volunteers is preferred.
- Completion of one term (spring/fall/summer) of a wildlife rehabilitation internship with DCHS Wildlife Center or other rehabilitation facility is preferred.
- Rabies pre-exposure immunizations within the first three months of employment.
- Must have excellent written and verbal communication skills, be enthusiastic, and be able to work effectively with others in a team.
- Must understand and support the mission of Dane County Humane Society and Dane County Humane Society's Wildlife Center.
- Possess a thorough understanding of and dedication to the philosophies of ethical wildlife rehabilitation (can be developed in position).
- Must be willing to obtain a Basic Wisconsin Wildlife Rehabilitation License within six months of employment.
- Certified in Euthanasia by Injection (EBI), or willing to become certified within one year of employment (if training is offered and available).

To Apply:

Please send resume and cover letter to Jackie Edmunds (Sandberg), Wildlife Program Manager, at jedmunds@giveshelter.org by 10/1/26 for best consideration.

At Dane County Humane Society, we know our work of helping people help animals directly benefits from having a diverse and inclusive workforce. DCHS is proud to be an equal opportunity employer that strives to represent the community it serves by employing people with a variety of backgrounds, perspectives and skills. Diversity and inclusion are celebrated and embraced at Dane County Humane Society. We will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap or disability, ancestry, sexual orientation, gender identity or expression, marital status, arrest or conviction record, genetic information, veteran status or other class protected by applicable law. DCHS puts people first and we are happy to work with employees and applicants to remove barriers and put any necessary accommodations into practice.

Administrative only

Signature:_____ Date: _____

Witness:_____ Date: _____

Executive Director:_____ Date: _____