



Intern Position Description

Facilities Intern

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
Internship Location	2031 Lowery Road, Morganton, GA 30560
Position Grade	3 ; background check includes Criminal Background and Social Security Number Verification
Focus of the Internship	Intern will gain experience performing various facility maintenance duties alongside the staff at a chimpanzee sanctuary. The intern will assess the utilities of the facilities and make recommendations for reducing energy. The intern will introduce, implement, and set up tools for measuring utility usage and financial savings. This energy study should be part of a larger project that can meet the requirements of the intern's academic institution (if applicable).
Learning Opportunities	<ul style="list-style-type: none"> ● Knowledge of Project Chimps' mission and values ● Hands-on experience in maintaining and operating a chimpanzee sanctuary ● Learn various aspects on how to manage a facility including life safety inspections, preventative maintenance practices, documentation, training, reactive maintenance and construction ● Gain knowledge and educational experience in general construction and project management and administration ● Attend and participate in various sanctuary committee meetings
Orientation/Training	<ul style="list-style-type: none"> ● Orientation will be scheduled the first day of the internship and includes the following: history and tour of Project Chimps, description of rules, safety protocols, and chimpanzee safety procedures. Intern should attend the orientation wearing closed, rubber-soled shoes. ● Intern will be given a manual and will be trained on the particular aspects of their role. ● Intern will receive online training via CollaborNation. Once an intern finishes the required courses, they retain access to the full library of online courses.
Intern Responsibilities	<ul style="list-style-type: none"> ● Perform daily, weekly and monthly inspections of the sanctuary ● Assist in preventative and reactive maintenance needs of the sanctuary ● Attend and document construction meetings ● Contribute to the safety committee and site planning committees ● Resident interns complete a weekly shift cleaning and tending to the intern residence ● Attend weekly meetings with supervisor and/or mentor ● Identify and develop an independent project. The project can meet the requirements of the intern's academic institution; present completed project in a written format and/or PowerPoint at a staff meeting at the end of the internship term.

Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> Physical difficulty is level 4; Essential physical requirements include: able to stand, walk, run in the face of danger; able to climb stairs; 20/20 binocular vision and peripheral vision with or without corrective lenses; able to hear with or without hearing aids; able to speak with or without assistive devices; able to use arms (upper limbs) with a full range of overhead motion; able to use hands and fingers; able to bend and squat; and able to lift up to 50 lbs. (22.7 kg) without assistance Mental difficulty is level 4; requires learning procedures and protocols; independent project work requires critical thinking skills Emotional difficulty is level 2; intern will be around chimpanzees that are retired from biomedical research
Expected Environmental Conditions	75% of the work is performed outdoors in all weather conditions which can include extreme heat and cold. (There is access to air conditioning/heat, restrooms, a kitchen, break room, drinking water, coffee, and computers as needed.)
Qualifications/Requirements for Intern Applicants	<ul style="list-style-type: none"> Must be at least 18 years old Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation
Restrictions	<ul style="list-style-type: none"> Must arrive on time for shifts. Must wear closed, rubber-soled shoes. Intern shirts will be provided by Project Chimps and a dress code must be followed at all times. Must learn and follow all guidelines and policies of Project Chimps and follow directions given by staff. Candidates must submit the required paperwork and pass a background check before being assigned. At least two letters of recommendation must be submitted with the application form when applying for an internship. Copies of any academic requirements should also be submitted. International interns are solely responsible for obtaining any required visas. Should have access to a computer and ability to login into an online volunteer communication site to receive updates Current TB test, Flu shot, Tetanus, Hepatitis A, and Hepatitis B shots required, unless you are medically exempt.
Internship Start Date	Our internships are seasonal (see below). We have flexible start dates so we can work with your school schedule (if applicable). Spring: March-May Summer: June-August Fall: September-November Winter: December- February
Internship Time Commitment	<ul style="list-style-type: none"> 12 weeks up to 6 months, up to 40 hours per week Interns living off site are required to work a minimum of 24 hours per week. Interns living on site are required to work a minimum of 32 hours a week.
Internship Scheduling Guidelines	Internships are available year-round. Interns will be assigned to shifts that are between 4-8 hours in length between the hours of 8 am and 4:30 pm.
Tools/Equipment Provided (including Personal Protective Equipment)	Personal Protective Equipment: Latex gloves, safety glasses, face masks
Optional Tools/Equipment	Interns are encouraged to bring their own laptops.
Supervisor(s)	Christy Jellets, Facilities Manager, Project Chimps: 404.375.4353;

	cjellets@projectchimps.org
Additional Mentor(s)	n/a
Number of Concurrent Internship Openings	2
Additional Information	<ul style="list-style-type: none"> • This is an unpaid position. On-site housing may be available for interns committing to at least 32 hours per week and will be discussed after receipt of the initial application; please note your interest in housing accommodations in your cover letter. Housing is co-ed, and has two bedrooms, kitchen, living room, and is equipped with internet. Food must be provided by the intern if staying on-site. Parking is available for interns with vehicles. The property and house are non-smoking. Staff or volunteers will provide interns with weekly trips into town for grocery shopping. • Interns will have no physical contact with the chimpanzees.
Updated	12.7.2018