

Facility Maintenance and Grounds Volunteer

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
Work Location	4011 Main Street, Barnstable, MA 02630
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification and Sex Offender Registry
Purpose of the Position	Assist in groundskeeping activities, and general property and gardening maintenance of Cape Wildlife Center (CWC)
Volunteer Responsibilities	<ul style="list-style-type: none"> • Maintain grounds of 4.5 acre property by mowing, planting, mulching, raking, trimming, pruning, and clearing brush from pastures and/or fence lines to maintain healthy foliage around animal enclosures or empty enclosures in the off-season • Help design and install new plantings in garden beds, maintain gardens and grass, landscaping displays, and remove non-native, invasive, or harmful plants or weeds as they appear • Assist with general maintenance and repair of enclosures and facility and equipment including operation of lawnmowers, chainsaws, pressure washers, and other power tools • Assist in the creation and implementation of daily enrichment items and shelters for CWC animals • Possibly work on projects at home such as making bat houses and fixing equipment
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 3; requires rigorous activities for the majority of the shift including bending, walking, digging, and lifting; must have high levels of manual dexterity and mobility • Mental difficulty is level 2; proficiency in basic construction, gardening, and property maintenance is required; requires training and following rules and procedures; ability to problem-solve is preferred • Emotional difficulty is level 1; role doesn't involve emotionally-charged issues or situations; must be able to work well with other volunteers of varied skill levels
Expected Environmental Conditions	Most of the work is performed outdoors in all weather conditions which can include extreme heat. (There is access to air conditioning/heat, restrooms, a kitchen and a break room.)
How Often Volunteers Work On-site	Most work is performed on site
Orientation/Training	Orientation includes the following: history and tour of CWC, description of rules, overview of programs and volunteer opportunities. Volunteers should attend the orientation wearing casual clothing. Volunteers must attend 2-3 training sessions; they will be given access to a volunteer manual and will be trained on the particular aspects of their role. Continuing education sessions are also offered throughout the year.

Learning Opportunities	<ul style="list-style-type: none"> • Knowledge of CWC and how the program area fits into the larger picture of animal protection • Knowledge of plant species and care • Knowledge of gardening techniques and how to use gardening tools • Exposure to the operations of a wildlife care center • Knowledge of animals' habitats and humane coexistence with wildlife • Knowledge of various animal species and wildlife issues • Learn about the wildlife rehabilitation process
Position Start Date	Spring
Initial Minimum Commitment	Volunteers must have the ability to work a minimum of one 3-hour shift per week during the busy season from March through October. Scheduling and length of service are fairly flexible; however, there is an expectation that people fulfill the commitment made by mutual agreement with staff at the outset of their volunteer work.
Scheduling Guidelines	From March through October, shifts are a minimum of 3 hours in length between the hours of 9:00 AM-5:00 PM, seven days a week. Shift schedules are dependent on our operating hours and events; hours are flexible and include evening and weekend hours. Hours are variable through the off-season from November through February.
Qualifications/Requirements for Volunteer Applicants	<ul style="list-style-type: none"> • Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation • Able to use standard gardening maintenance equipment such as mowers, pruning shears, shovels, clippers, and other tools. • Able to sit, bend, lift, stand and have high levels of manual dexterity and mobility for the duration of their shift • Insensitive to wildlife odors/feces • Able to work well independently and use good judgment • Able to work well with other volunteers of varied skill levels • Able to learn and demonstrate a familiarity with CWC's programs • Able to understand The HSUS's policies and positions regarding animal protection issues and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS • Able to problem-solve is preferred • Maintenance experience and gardening knowledge highly valued
Restrictions	<ul style="list-style-type: none"> • Must be at least 16 years old; volunteers under 18 must have permission from a parent or guardian to participate in our program • Teens 16 or 17 years old may work independently after attending orientation with a parent/legal guardian and may not leave the property during shift • Must have reliable transportation and arrive on time for shifts • Please note that individuals who are immune-compromised should not work directly with wildlife • Must wear a volunteer T-Shirt • Must wear long pants and closed-toed, rubber-soled shoes • Should have access to a computer and ability to login into an online volunteer communication site to receive updates • Must learn and follow all guidelines and policies of The HSUS and CWC, and follow directions given by staff

	<ul style="list-style-type: none"> • Must submit the required paperwork and pass a background check before being assigned • Current tetanus inoculation recommended
Tools/Equipment Provided (including Personal Protective Equipment)	All tools and personal protective equipment needed to perform the work including gardening tools, gloves, sun block, hearing and eye protection, and any other necessary equipment and supplies.
Optional Tools/Equipment	Any specialty tools or personal equipment you prefer to work with in lieu of the CWC's. Volunteers must wear closed-toed, water-resistant, rubber soled shoes. Appropriate clothing (long pants or long capris; no shorts). Clothes may get dirty; many volunteers bring a change of clothes. A hair tie to keep hair pulled back. Volunteers are provided T-shirts to wear when they are working.
Supervisor(s)	Volunteer Coordinator, Cape Wildlife Center
Number of Concurrent Volunteer Openings	10 individuals
Additional Information	<ul style="list-style-type: none"> • CWC cannot accommodate court-mandated community service at the Center • CWC volunteers provide an immeasurable amount of support to our staff in caring for the over 1,700 animals that pass through our doors annually. In 2014, CWC volunteers logged over 8,000 hours, a number which will surely be surpassed this year. CWC volunteers include retired professionals, parents with school-aged children, college students, and adults who all have one thing in common: a love of and interest in wildlife. We welcome volunteers who have a positive attitude, boundless energy and enthusiasm.
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