

Volunteer Position Description

Wildlife Team Assistant

<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	12526 County Road 3806, Murchison, TX 75778
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification, and Sex Offender Registry
Purpose of the Position	Assist the exotic care team by cleaning, feeding, and providing general observation of the exotic animals at Cleveland Amory Black Beauty Ranch (CABBR)
Volunteer Responsibilities	Level One Duties
	Level Two Duties
	<ul style="list-style-type: none"> • Prepare food and water in measured amounts according to diet instructions; includes chopping meat and vegetables • Wash/sanitize dishes and toys • Assist staff with care of low-risk animals such as tortoises and goats • Assist staff with habitat improvements in low-risk areas • Create approved enrichment for all animals (hammocks, PVC feeders, etc.) • Maintain habitats by clearing brush, mowing, weed eating and pulling weeds in low-risk areas • Clean patrol vehicles
	<ul style="list-style-type: none"> • Receive training on and help with low-risk animals' daily feed and cleaning • Assist staff with care of mid- to high-risk animals such as ostriches and tigers • Create habitat improvements with staff approval • Farm Animal Shift: Feed and clean farm animal habitats; groom and interact with willing animals; clean barns/sheds • Reptile/Bird Shift: Feed, clean and enrich the iguanas, tortoises, and turkeys; build platforms in the iguana house and tunnels for the tortoises
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 4; involves cleaning and maintaining enclosures, which can be physically strenuous • Mental difficulty is level 2; requires learning procedures and protocols and working independently; ability to problem-solve is desired • Emotional difficulty is level 3; volunteers may be exposed to emotionally distressing issues, perhaps through learning of a past abusive situation experienced by an animal in our care
Expected Environmental Conditions	Some of the work is performed indoors and some is performed outdoors in all weather conditions which can include extreme heat
How Often Volunteers Work On-site	All work is performed on-site
Orientation/Training	Orientation includes the following: overview and brief walking tour of the ranch, description of rules, and overview of volunteer opportunities. Volunteers will be trained on the particular aspects and tasks required for their role. Additional training will be provided as needed.

Learning Opportunities	<ul style="list-style-type: none"> • Knowledge of a variety of animals, how to care for them, and the issues that affect them • Knowledge of animals' habitats • Knowledge of CABBR/DDEC and how the program area fits into the larger picture of animal protection • Exposure to the operations of an animal care center
Position Start Date	Ongoing
Initial Minimum Commitment	At least four, 4-hour shifts the first six weeks; continuing volunteers commit to at least one, 4-hour shift each month
Scheduling Guidelines	Two shifts available: 8:00 a.m.-12:00 p.m. and 1:00 p.m.-5:00 p.m.
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 maintain a professional and positive attitude • Able to work independently, as well as on a team, and use good judgment • Strong communication skills • Able to control the urge to play with/pet the exotic animals • Insensitive to wildlife odors/feces • Possess problem-solving capability and an eagerness to learn • Able to learn and demonstrate a familiarity with CABBR's and DDEC'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 • Experience with exotic animals is preferred
Restrictions	<ul style="list-style-type: none"> • Volunteers under 18 must have permission from a parent or guardian to participate in our program. Teens 16-17 may work independently after attending the orientation with their parent or guardian. Teens 12-15 can volunteer with a parent or guardian as their partner at all times. • Must have reliable transportation and arrive on time for shifts • Must wear appropriate clothing including closed-toed shoes and long pants • Must learn and follow all guidelines and policies of The HSUS and CABBR/DDEC, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • Should have access to a computer and ability to login into an online volunteer communication site to receive updates, as well as a phone for easy communication • Current tetanus inoculation required
Tools/Equipment Provided (including Personal Protective Equipment)	All tools and supplies needed for the work including gloves
Optional Tools/Equipment	
Supervisor(s)	Wildlife Team Lead, Cleveland Amory Black Beauty Ranch:
Number of Concurrent Volunteer Openings	20; individuals or teen-parent teams
Additional Information	All volunteers perform Level One duties for a minimum of 60 hours before they are considered for advancement to the role's Level Two duties.

	Volunteers are also welcome to continue on in their Level One duties beyond the initial 60-hour commitment.
Updated	01.06.2015