

## Volunteer Position Description

### Field Projects 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>	
<b>Work Location</b>	Field/Prairie Dog Colony
<b>Position Grade</b>	<b>4</b> ; background check includes Criminal Background, Social Security Number Verification and Sex Offender Registry; Motor Vehicle Check is included for those participating in transport
<b>Purpose of the Position</b>	Assist Prairie Dog Coalition (PDC) and project partners with prairie dog relocations and associated field work
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in humane trapping operations to relocate displaced prairie dogs</li> <li>• Care for animals during transport to release site</li> <li>• Assist staff with preparation of release site such as constructing and restoring release burrows</li> <li>• Effectively communicate wildlife observations and needs to project supervisor (Incident Commander)</li> <li>• Assist staff with project-related administrative tasks as needed</li> <li>• Provide logistical, physical, and practical mission support on site or remotely as needed</li> <li>• If interested, use own vehicle to pick up and drop off prairie dogs from our take site to either the release site or holding facility. Volunteers would be responsible for their own gas.</li> </ul>
<b>Level of Difficulty</b> <b>1=easy/5=demanding</b> (physical, mental, emotional)	<ul style="list-style-type: none"> <li>• Physical difficulty is level 4; requires hands-on animal care and restraint; requires ability to stand, bend, and squat; requires ability to move and respond quickly</li> <li>• Mental difficulty is level 3; requires ability to stay alert, follow instructions, problem solve, work in sometimes near silent conditions to minimize animal stress</li> <li>• Emotional difficulty is level 4; requires ability to cope in emotionally-charged environments and work with animals who may be dead, injured, abused, and/or highly stressed; requires ability to remain calm and quiet under stressful conditions</li> </ul>
<b>Expected Environmental Conditions</b>	Conditions vary by project. Volunteers can expect challenging environmental conditions (including extreme heat) and accommodations. By nature, field projects will be in areas that may not offer routine comforts such as air conditioning, flushing toilets, television, computer access or cellular services. Volunteers will have access to food and water.
<b>How Often Volunteers Work On-site</b>	All work is performed on site.
<b>Orientation/Training</b>	<ul style="list-style-type: none"> <li>• Required training will be determined based on which project aspect the volunteer is interested in/assigned to.</li> <li>• Volunteers will be given an on-site orientation at the beginning of project.</li> </ul>
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Strengthen animal handling skills including human and animal safety</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop or strengthen team-building skills and animal caretaking skills including biological and veterinary observations</li> <li>• Learn about innovative field techniques, wildlife behavior and biology, Prairie dog ecosystem, and wild to wild translocation</li> </ul>
<b>Position Start Date</b>	June
<b>Initial Minimum Commitment</b>	Volunteers have an initial commitment of one project lasting approximately 4-6 hours. We prefer volunteers commit to work at least 2-3 days throughout the season (summer and early fall).
<b>Scheduling Guidelines</b>	Scheduling varies by project. Volunteers typically work shifts no longer than 8-10 hours per day. The average shift is 3 hours.
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>• Able to meet the requirements specified in the Essential Capabilities document with or without reasonable accommodation</li> <li>• General organizational skills</li> <li>• Basic animal handling skills, including capture and restraint</li> <li>• Basic animal behavior knowledge</li> <li>• Able to follow detailed instructions in potentially high stress or emotionally-challenging situations</li> <li>• Able to work well on a team</li> <li>• Wildlife knowledge/experience a plus</li> <li>• Veterinary/vet tech/EMT background a plus</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Must be at least 14 years old</li> <li>• Volunteers under 18 years old may not handle wildlife.</li> <li>• Youth under 16 years old must have a parent/legal guardian accompany them at all times.</li> <li>• Must have Tetanus immunization; Rabies immunization is recommended</li> <li>• Must wear clothes appropriate for specific project (cold weather gear, long pants, closed toed shoes, etc.)</li> <li>• Must wear HSUS volunteer t-shirt if asked during project</li> <li>• Must have email access to respond to volunteer-related messages</li> <li>• Must be able to learn and follow guidelines and policies of The HSUS and follow directions given by staff</li> <li>• Must submit the required paperwork and pass a background check before being assigned</li> </ul>
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	All necessary supplies, including gloves, are provided on site unless otherwise specified.
<b>Optional Tools/Equipment</b>	<ul style="list-style-type: none"> <li>• Heavy gloves, heavy boots with covered toes, backpack or waist pack, flashlight and/or headlamp, sunscreen, insect repellent</li> <li>• Veterinarians or other specialty volunteers are permitted to bring their own equipment.</li> </ul>
<b>Supervisor(s)</b>	Volunteers respond in the field to their Incident Commander, which will vary by project. PDC general staff contact is the Administrative Assistant.
<b>Number of Concurrent Volunteer Openings</b>	Up to 5 volunteers per shift
<b>Additional Information</b>	Volunteers must prepare for their personal medical and special dietary needs.
<b>Updated</b>	5.4.2015