



# South Florida WILDLIFE CENTER

In partnership with The Humane Society of the United States

## Volunteer Position Description

### Animal Care 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>	
<b>Work Location</b>	3200 SW 4 <sup>th</sup> Avenue, Fort Lauderdale, FL 33315
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background, Social Security Number Verification and Sex Offender Registry
<b>Purpose of the Position</b>	Assist with the care of sick and injured wildlife and certain domestics
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare food: chop produce, prepare diets, mix formulas</li> <li>• Clean carriers, cages and habitats using strong chemical cleaning agents</li> <li>• Rotate produce and fill water bottles</li> <li>• Volunteers who have consistent service and at least 50 hours of service, and those with related experience (vet tech, wildlife rehab, etc.) may work with native species and in the hospital recovery areas</li> </ul>
<b>Level of Difficulty</b> <b>1=easy/5=demanding</b> <small>(physical, mental, emotional)</small>	<ul style="list-style-type: none"> <li>• Physical difficulty is level 4; involves cleaning and maintaining enclosures, which can be physically strenuous; requires the ability to bend and stretch to reach certain areas, and the ability to react and move quickly</li> <li>• Mental difficulty is level 2; requires learning procedures and protocols and working independently</li> <li>• Emotional difficulty is level 3; volunteers will come into contact with injured, orphaned or deceased wildlife, which can be emotionally distressing</li> </ul>
<b>Expected Environmental Conditions</b>	The bulk of the work is outside and volunteers will be exposed to the variant weather in south Florida which can include extreme heat and sudden storms. Exposure to mosquitoes and other small insects is likely.
<b>How Often Volunteers Work On-site</b>	All work is performed on site.
<b>Orientation/Training</b>	Orientation includes the following: history and tour of the South Florida Wildlife Center (SFWC), description of rules, and overview of programs and volunteer opportunities. Volunteers should attend the orientation wearing closed shoes. Volunteers will be given access to a volunteer manual and will be trained on the particular aspects of their role. Animal Care Assistant Volunteers are encouraged to take the Safe Animal Handling class.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Knowledge of the SFWC and how the program area fits into the larger picture of animal protection</li> <li>• Knowledge of various animal species and their care</li> <li>• Knowledge of animals' habitats</li> <li>• Exposure to the operations of a wildlife center</li> </ul>
<b>Position Start Date</b>	Ongoing
<b>Initial Minimum Commitment</b>	At least one consistent weekly shift for three consecutive months
<b>Scheduling Guidelines</b>	Available shifts include 9 am-12 pm, 10 am-1 pm, 1:30 pm-4:30 pm
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>• Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to learn and demonstrate a familiarity with SFWC's programs</li> <li>• 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</li> <li>• Able to stand for the duration of the shift</li> <li>• Able to lift at least 40 pounds</li> <li>• Able to do separate tasks simultaneously with both hands (example: lift a cage or small pool and hose beneath it)</li> <li>• Able to listen to and follow directions from staff in a timely manner</li> <li>• Strong desire to help animals</li> <li>• Able to control the urge to play with/pet the wildlife</li> <li>• Insensitive to wildlife odors/feces</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Must be at least 16 years old</li> <li>• Youth 16 or 17 years old must attend orientation with a parent/legal guardian and may not leave the property during shift.</li> <li>• Paperwork for school will not be signed until completion of 40 hours.</li> <li>• Must learn and follow all guidelines and policies of The HSUS and the SFWC, and follow directions given by staff</li> <li>• Must submit the required paperwork and pass a background check before being assigned</li> <li>• Must wear a volunteer T-Shirt and closed-toed, flat shoes</li> <li>• Must work in designated area – NO entering other habitats</li> <li>• No cologne/perfume</li> <li>• Should have access to a computer to login into an online volunteer communication site</li> </ul>
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	All tools needed to perform the work including gloves, face mask, goggles, and rain coat.
<b>Optional Tools/Equipment</b>	Covered beverage container, water resistant shoes, clothes that can get dirty
<b>Supervisor(s)</b>	Volunteer Coordinator Animal Care Supervisor
<b>Number of Concurrent Volunteer Openings</b>	4 volunteers during 9 am-12 pm shift; 3 volunteers during 10 am-1 pm shift; 1 volunteer during 1:30 pm-4:30 pm shift
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• SFWC cannot accommodate court-mandated community service.</li> <li>• Personal use of cell phones and other electronic devices while on volunteer duty for emergency use only.</li> <li>• No tours for friends or family.</li> <li>• Volunteers sign-in on volunteer service sheet next to the laundry room and report to a staff member in the kitchen.</li> </ul> <p>SPECIAL THANKS from all the injured and orphaned animals in need and from the animal lovers who look to the wonderful SFWC volunteers for guidance!</p>
<b>Updated</b>	6.4.2015