



South Florida WILDLIFE CENTER

In partnership with The Humane Society of the United States

Volunteer Position Description

Housekeeping 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	3200 SW 4 th Avenue, Fort Lauderdale, FL 33315
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification and Sex Offender Registry
Purpose of the Position	Assist with general upkeep of the South Florida Wildlife Center (SFWC)
Volunteer Responsibilities	<ul style="list-style-type: none"> Wash, dry, fold and put away clean laundry Sweep, mop, dust in the hospital, and perform deep cleaning Help with general tidying
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> Physical difficulty is level 3; requires standing, lifting and bending and good manual dexterity and mobility Mental difficulty is level 2; requires following proper cleaning protocols; there is little to no problem-solving Emotional difficulty is level 1; role doesn't involve emotionally-charged issues or situations
Expected Environmental Conditions	The bulk of the work takes place in a room that is warm and humid.
How Often Volunteers Work On-site	All work is performed on site.
Orientation/Training	Orientation includes the following: history and tour of the 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.
Learning Opportunities	<ul style="list-style-type: none"> Knowledge of the SFWC and how the program area fits into the larger picture of animal protection Knowledge of proper cleaning protocols Exposure to the operations of a wildlife center
Position Start Date	Ongoing
Initial Minimum Commitment	At least one weekly shift for three months
Scheduling Guidelines	Available shifts include 8 am-11 am, 11 am-3 pm, 3 pm-6 pm
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 learn and demonstrate a familiarity with SFWC'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 stand for the duration of the shift Insensitive to wildlife odors/feces
Restrictions	<ul style="list-style-type: none"> Must be at least 16 years old

	<ul style="list-style-type: none"> • Youth 16 or 17 years old must attend orientation with a parent/legal guardian and may not leave the property during shift. • Paperwork for school will not be signed until completion of 40 hours. • Must learn and follow all guidelines and policies of The HSUS and the SFWC, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • Must wear a volunteer T-Shirt and closed-toed, flat shoes • Must work in designated area – NO entering other habitats • No cologne/perfume • Should have access to a computer to login into an online volunteer communication site
Tools/Equipment Provided (including Personal Protective Equipment)	All tools needed to perform the work are provided.
Optional Tools/Equipment	Covered beverage container, a hair tie to keep hair pulled back.
Supervisor(s)	Volunteer Coordinator Housekeeper Animal Care Supervisor
Number of Concurrent Volunteer Openings	1 individual per shift
Additional Information	<ul style="list-style-type: none"> • SFWC cannot accommodate court-mandated community service. • Personal use of cell phones and other electronic devices while on volunteer duty is discouraged. • No tours for friends or family. • Volunteers report to the laundry room, next to the kitchen. If no one is in the laundry room, find a volunteer liaison in kitchen. <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>
Updated	6.9.2015