



# South Florida WILDLIFE CENTER

In partnership with The Humane Society of the United States

## Volunteer Position Description

### Landscaping 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>	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>	Help keep our grounds healthy by performing various grounds-keeping activities
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain healthy foliage by trimming, pruning, mulching, raking and weeding</li> <li>• Help design and install new plantings in garden beds; maintain garden beds</li> <li>• Remove non-native, invasive, or harmful plants or weeds as they appear</li> <li>• Help regulate watering schedules based on plant needs and current weather patterns</li> <li>• Assist with general gardening maintenance including raking debris around the outside habitats</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 rigorous activities for the bulk of the shift including bending, digging, lifting and working outside</li> <li>• Mental difficulty is level 2; requires training and following rules and procedures</li> <li>• Emotional difficulty is level 1; role doesn't involve emotionally-charged issues or situations</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. Some work will be outdoors in areas where wild plants are plentiful, so knowledge of any allergies to wild plants is important.
<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.
<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 plant species and care</li> <li>• Knowledge of gardening techniques and how to use gardening tools</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 weekly shift for three months
<b>Scheduling Guidelines</b>	Available shifts include 9 am-12 pm, 10 am-1 pm, 1 pm-4 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> <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>• 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</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 gardening tools, latex gloves, face mask, and eye protection.
<b>Optional Tools/Equipment</b>	Gardening tools and gloves, covered beverage container, a hair tie to keep hair pulled back.
<b>Supervisor(s)</b>	Volunteer Coordinator Maintenance Technician Facilities Coordinator
<b>Number of Concurrent Volunteer Openings</b>	3 openings per day for individuals; group projects also available
<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 is discouraged.</li> <li>• No tours for friends or family.</li> <li>• Volunteers report to the Admissions office.</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>	6.9.2015