



South Florida WILDLIFE CENTER

In partnership with The Humane Society of the United States

Volunteer Position Description

Maintenance 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 in various projects throughout the South Florida Wildlife Center (SFWC)
Volunteer Responsibilities	<ul style="list-style-type: none"> • Assist with animal habitat and enclosure repair • Help build new habitats • Participate in painting projects and assist with other maintenance and building needs • Help prepare the center for special events
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 4; requires rigorous activities including carrying building materials; must have high levels of manual dexterity and mobility • Mental difficulty is level 2; requires training and following rules and procedures • Emotional difficulty is level 1; role doesn't involve emotionally-charged issues or situations
Expected Environmental Conditions	Work is both inside and 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.
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 • Construction and maintenance skills • Knowledge of various animal species and their habitats • 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 9 am-12 pm and 1 pm-4 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

	<p>protection issues and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS</p> <ul style="list-style-type: none"> • Able to stand for the duration of the shift • Insensitive to wildlife odors/feces • Experience in construction, skilled manual labor and/or working with power tools beneficial
Restrictions	<ul style="list-style-type: none"> • Must be at least 16 years old • 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 • 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. Latex gloves, face mask, and eye protection are also provided.
Optional Tools/Equipment	Depends on current projects. Volunteers may want to bring personal eye goggles, face mask, gloves and work boots.
Supervisor(s)	Volunteer Coordinator Facilities Coordinator Maintenance Technician
Number of Concurrent Volunteer Openings	1 individual per day
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 Admissions office. <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