



South Florida WILDLIFE CENTER

In partnership with The Humane Society of the United States

Volunteer Position Description

Nursery 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 the care of the baby animals during "Baby Season" from March to October
Volunteer Responsibilities	<ul style="list-style-type: none"> • Perform general cleaning including doing dishes and laundry • Prep diets: chop produce, prepare specific patient diets, mix formulas • Clean and prepare patient-occupied cages, drawers, bins and incubators • Perform patient stimulating to assist with elimination • Weigh patients and document weights and diets on behavior sheets
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 3; requires long periods of standing, lifting, bending or reaching; most physical activity is done in tight and crowded spaces • Mental difficulty is level 3; must be able to stay calm and quiet while in the Nursery at all times; requires learning procedures and protocols and working independently • Emotional difficulty is level 3; volunteers must understand that some patients' illnesses or injuries are beyond recovery, and unfortunately death or humane euthanasia may occur
Expected Environmental Conditions	The bulk of the work is inside. The Nursery trailer is kept warm for the health of the patients. Air flow may be minimal, though we run air purifiers and circulation fans in most rooms. Some areas can be noisy with the sounds of the patients, particularly the Bird room. Some of the work may be outside, during which 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 possible.
How Often Volunteers Work On-site	All work is performed on site.
Orientation/Training	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.
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 various animal species and the care of baby animals • Knowledge of animals' 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	Shifts that need the most coverage include 8:30 am-12:30 pm, 3 pm-7 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 • Strong desire to help animals • Able to control the urge to play with/pet the wildlife • Insensitive to wildlife odors/feces and allergens such as disinfectant and hay
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 or dangling jewelry • 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 will be provided.
Optional Tools/Equipment	Covered beverage container, water resistant shoes; rubber boots are recommended. Clothes that may get dirty; many volunteers bring a change of clothes and shoes. A hair tie to keep hair pulled back.
Supervisor(s)	Volunteer Coordinator Nursery Supervisor Nursery Technicians
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 Nursery Trailer (3rd trailer). <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>
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