

## Volunteer Roll Description Wildlife Assistant



### Role Summary

Responsible for working at the Kawartha Wildlife Centre (KWC) when scheduled. Ability to learn KWC policies and procedures, relevant species life history, and ability to interact with the public visiting the centre or dropping of wildlife patients.

### Essential Functions

- Assist the Wildlife Care Team (WCT) with the husbandry of wildlife patients in care at KWC which includes cleaning animal housing, dishes and laundry, preparing foodstuffs and feeding wildlife;
- Adhere to KWC policies, procedures, and standards for cleanliness, infestation control, and maintenance problems. Responsible for keeping the centre clean and uncluttered, completing daily task list;
- Answer the main phone line and respond to wildlife related questions, offer support and advice based on KWC approved information. Take and relay messages to the WCT or relevant party;
- Sell merchandise to patrons that visit the centre ensuring excellent customer service. Accept payments and donations through digital terminal and record in relevant logs;
- Complete all training materials and read KWC communications and other information in a timely manner.

### Requirements

#### Minimum

- Must be at least 18 years of age;
- Must be available for one regularly scheduled 4 hour shift per week (minimum).

#### Preferred

- Enrolment or degree from relevant biology, environmental or veterinary college or university program;
- Up to date vaccinations or adequate titre levels for Tetanus and Rabies.

#### Skills and Abilities

- Fluent language skills required to speak, read, and understand the public and KWC communications;
- Basic math skills to count, add and subtract;
- Strong interpersonal skills and ethical behaviour to manage the organizations assets and volunteers.

#### Supervisory Responsibilities

- Oversee the centre in the absence of a member from the WCT.

#### Work Environment/Travel/Physical Demands

- Animal blood, feces, urine, fluctuating temperatures;
- Handling live and/or dead wildlife;
- Must be able to work in appropriate PPE, ie face covering or mask, gloves.
- Must be able to work independently with remote supervision;
- Bending, lifting, reaching for and moving supplies and equipment;
- Lifting up to 20kg;
- Climbing ladders;
- Standing for long periods of time.