



Position Title: Seasonal Animal Care Specialist

Reports to: Animal Care Manager

Type of Position: Full-time (32-40 hours/week)

Duration: Seasonal (28-32 weeks)

Closing date: When position is filled

Duties and Responsibilities:

In accordance with organizational policies, duties include but are not limited to the following:

- Admit animals from the public and provide assistance both in person and over the phone regarding animal rescues, transport, emergency care, and human-wildlife conflicts.
- Thoroughly examine, assess, and triage incoming patients.
- Administer medical treatments and carry out long-term treatment plans according to Animal Care policies.
- Evaluate health and behavioral needs of patients and communicate needs to Animal Care Manager.
- Handle/restrain a variety of species, while ensuring that animals are being handled in a manner that maximizes both human and animal safety.
- Maintain accurate animal care records.
- Assist Intake & Rescue Coordinator in arranging rescue and transport as needed.
- Fulfill daily care plans of wildlife patients, including but not limited to nutritional, caging, and medical needs.
- Ensure cages and facilities are cleaned and maintained daily, feeding schedules are adhered to, and other animal care needs are met.
- Supervise, train, and mentor new volunteers and interns/externs; delegate and ensure satisfactory completion of tasks.
- Ensure compliance with established disease control and health & safety rules.
- Ensure that protocols to minimize risk of contraction of zoonotic disease are being adhered to.
- Maintain a high level of cleanliness, sanitation, disinfection, and quality control in all areas of the facility.
- Wash and sterilize dishes and instruments used for wildlife patients.
- Adhere to MDC and USFW guidelines and regulations.
- May be assigned other duties by Animal Care Manager, Senior Animal Care Specialist, or Executive Director.

Physical Demands:

Must be able to lift a minimum of forty (40) pounds and perform required physical duties as assigned, including standing for long periods of time, bending, stooping, kneeling, pushing/pulling, and working in all types of weather conditions.

Education and Qualification Requirements:

- Ability to work both independently and as a member of a diverse team; maintain a positive and productive work environment

- Bachelor's degree in a biology, animal-related field, or equivalent experience
- Minimum 3 months experience working, interning, or volunteering in a wildlife rehabilitation center, veterinary office, zoological park, or related setting
- Ability to handle a wide variety of species
- Ability to evaluate patients according to established triage guidelines and perform euthanasia in a caring and respectful manner
- Ability to act decisively regarding dynamic animal cases and situations for which there may be no existing protocols
- Ability to work quickly, efficiently, and calmly under stressful conditions; handle multiple tasks and a demanding workload
- Excellent verbal and written communication skills
- A valid driver's license with no record of major or repeated minor traffic offenses
- Ability to work cooperatively with people and to communicate clearly about the Center's mission, the care and treatment of animals, and the safety of the public, other staff, and volunteers

Preferred Skills:

- Previous experience working with native wildlife in a rehabilitation setting (other domestic or exotic animal care experience is beneficial)
- Knowledge of natural history and behavior of native wildlife species
- Experience working with volunteers
- High level of professionalism
- Excellent communication and problem-solving skills
- Working knowledge of Microsoft Office

Start and End Dates:

The start and end dates of this position are flexible

- The start date will be on or after April 14, 2020
- The end date will be as early as October 31, 2020 and as late as November 30, 2020, depending primarily on the number and types of animals remaining in care
- Seasonal Animal Care Specialist must be available for a minimum of 28 weeks and understands that his/her term of employment may not exceed 32 weeks

How to Apply:

Send the following materials Kim Rutledge, Executive Director @ krutledge@mowildlife.org:

- Cover letter
- Resume
- Contact information for 3 professional references
- Availability