

**AMERICAN RIVER NATURAL HISTORY ASSOCIATION and EFFIE YEAW NATURE CENTER**

**Job Description: Animal Care Assistant**

<b>Rate: \$16.00 - Hourly</b>	<b>Last Date Modified: 1/5/2023</b>
<b>Exempt/Non-exempt: Non-Exempt</b>	<b>Full Time / Part Time / Seasonal: Part Time</b>
<b>Schedule: Weekdays, Weekends, Holidays</b>	<b>Minimum Hours: 20</b>
<b>Department: Animal Care</b>	<b>Supervisor Title: Animal Care Lead</b>

**Job Summary:**

Under the leadership of the Executive Director and the supervision of the Animal Care Lead, and in cooperation with Effie Yeaw Nature Center Staff, the Animal Care Assistant is responsible for assisting the Animal Care Lead on the daily operations of the Effie Yeaw Nature Center's Animal Care Department. Duties include daily husbandry of non-releasable animals, record-keeping, volunteer management, and assisting staff Naturalists, as well as general organization support. The position is housed within the Animal Care Department and reports directly to the Animal Care Lead.

**Job Duties:** *Duties may include but are not limited to:*

- Participate in and oversee day-to-day animal husbandry
  - Preparing diets for collection animals including snakes, turtles, frogs, skinks, toads, and raptors
  - Cleaning enclosures, enrichment pens, vivarium, aquariums, and mews
  - Daily wellness observation and reporting animal behavior
  - Animal care, maintenance and use record keeping
  - Routine health care including soaking, administering medication, coping, etc.
  - Behavioral enrichment and animal handling
  - Routine enclosure care and maintenance
  - Assist with veterinary visits and communications
- Track animal usage
  - Assist docents, volunteers, and staff in using animals as needed
  - Track animal usage and reservations for programs
- Volunteer management
  - Oversee the daily work of Animal Care volunteers
  - Assist in the initial and ongoing training of incoming Animal Care volunteers
  - Communicate and coordinate with the Manager of Volunteer Programs and support the ongoing review, evaluation, recognition, and behavior management of Animal Care Volunteers.
- Assist Department Lead in management of resources including:
  - Food orders and inventory

- General and habitat/enclosure/enrichment supplies
- Health and safety, monitoring and emergency equipment
- Assist Department Lead in management of the department facilities
  - Support the team in keeping the offices organized and efficient
  - Oversees the cleaning and sanitizing of all Animal Care spaces, facilities, enclosures, including communal and shared spaces and resources within the Nature Center or on Nature Center grounds or in Nature Center vehicles or off-site facilities
  - Track and outline exhibit and enclosure repairs and maintenance and assist with repairs and maintenance when requested, able and appropriate
  - Assist in the development of plans for improvements to exhibits and enclosures and present through prescribed review processes

**Other Duties:**

- Present information to the public on Animal Ambassadors and other non-releasable educational animals
- Open and close the Nature Center buildings, greeting visitors, answer questions in person and over the phone, giving basic information about the center, handle animal related emergencies, etc.
- Attend meetings, conduct reporting, participate in Staff evaluation and review processes and support general and organizational operations as needed, assigned and required as part of non-profit operations

**Job Skills and Experience:**

- Bachelor's Degree in Zoology, Life Science, or other related field preferred  
**or**
- 2+ years of work/volunteer experience in a zoo, nature center, rehabilitation center, or similar environment where appropriate knowledge and skills in wildlife care could be acquired.
- Background check as required by the American River Natural History Association
- Possession of a valid first-aid and CPR Certificate within the first six months of appointment
- Current valid California Driver's License in good standing.
- Note any applicable certifications (IAATE, TWS, etc)
- Ability to work in close proximity to wild animals.
- Ability to work in an outdoor environment with adverse weather conditions (heat, cold, wind, rain) etc.
- Must wear close-toed shoes and clothing suitable for work at a Nature Center
- Ability to use web-based email systems, Microsoft suite and other systems for tracking, communications and reporting
- Ability to work periodically on weekends, evenings and holidays

## **SKILLS AND KNOWLEDGE**

- Wildlife behavior
- Wildlife biology and zoology
  - Knowledge of and experience with herptiles and raptors required
  - Knowledge of and experience with small and medium-sized native mammals, birds and other species desired
- Care, feeding and handling of wildlife
- Safety practices around wildlife
- Public Speaking
- Speak and write effectively
- Work with the public, volunteers and staff in a pleasant and effective manner
- Adhere to the organization's policies, procedures and regulations
- Ability to perform physical labor such as lifting, carrying, bending over, sitting and standing for long periods of time
- Ability to climb ladders
- Ability to work in an outdoor environment with adverse weather conditions (heat, cold, wind, rain, smoke, etc)

**Working Conditions:** This position requires working weekends, holidays and occasional evenings, sometimes in outdoor settings with adverse weather conditions (heat, cold, wild, rain) etc. This position also requires working in close proximity with animal ambassadors and other wildlife, possession of a valid California driver's license and reliable transportation, ability to lift 25 pounds, and the ability to stand and sit for hours at a time.

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, or other legally protected status.