

Animal Care Volunteer Position Description **Position Title:** Animal Care Volunteer

Department: Carrie Murray Nature Center

Works Closely with: Animal Care Naturalists

Reports to: Lead Animal Care Naturalist

Position Summary: The Animal Care Volunteer is an energetic front line volunteer position that assists with the daily husbandry routines of animals at CMNC and is expected to perform all associated tasks as assigned which could include diet preparation and feeding, cleaning animal habitats, water changes, recording data, and keeping the animal care kitchen and storage areas organized and tidy. Under supervision from the Lead Animal Care Naturalist, this role is responsible for providing the highest quality animal care and welfare to our ambassador animal collection while ensuring our visitor-facing areas are clean and ready to receive visitors prior to opening.

This person must have the ability to make good decisions regarding the welfare of animals, staff and visitors. They will also be expected to communicate scheduling and availability changes in a timely manner when possible. After initial training, Animal Care Volunteers will work both independently and in tandem with other staff. Applicants should be comfortable interacting with guests, staff and animal ambassadors which include turtles, frogs, invertebrates, snakes, and bird-of-prey. Volunteers support CMNC in our mission “*Inspiring wonder through nature connections in Baltimore and beyond*” and will help achieve a forward-thinking, kind, and inclusive culture.

Dates Available: Year-round. Hours also available for college credit and community service hours.*

Shifts Available: Long-term volunteers are typically scheduled to work the same day(s) for scheduling continuity. Shifts starts at 8:30am, and volunteers can leave at 12pm but are welcome to stay until 3pm.

CMNC is open **Monday – Saturday year-round**, and **2nd Sundays from May – September**.

**Volunteers requiring hours for college credit or community service hours are welcome to work multiple shifts per week to meet their hourly and semester requirements, this will be coordinated with the Lead Animal Care Naturalist before onboarding can begin.*

Time commitment: CMNC requires that volunteers work at least 6 hours / month to remain active. This is either a full day or two half-days every month.

Training and qualifications required:

- Volunteer orientation and finger printing (only if working M-F) with Baltimore City Recreation and Parks
- Animal Welfare General Course - San Diego Zoo Global Module (free, but you must make an account)
- Animal Handling Training and Practicum - provided by CMNC Staff
- Negative TB screening
- Current Tetanus vaccine
- COVID vaccinated and current booster

Animal Care Volunteer Tasks, Duties & Responsibilities:

- Ability to work alone as well as alongside other volunteers and staff.
- Handling animal ambassadors in accordance with policies and procedures.
- Carry out educational programming in keeping with our Mission under the guidance of staff. Presentations include (but are not limited to) onsite encounter locations, special events, and camps.
- Must be comfortable presenting and speaking to people of all ages, cultural backgrounds, gender identities, and ability levels in both small and large groups.
- Must be comfortable working around earthworms, mealworms, dubia roaches, and frozen feeder animals (rats, mice, poultry, rabbits.)
- Strong organizational and communication skills. The ability to accurately report daily information written as well as orally to the Lead Animal Care Naturalist or accompanying staff member.
- Reports any safety concerns as they pertain to the role to ensure animal, visitor, and staff safety.
- Ability to remain calm under pressure and remain level headed in emergency situations.
- Research the animal collection to retain and interpret accurate species information and ambassador animal specimen histories.
- Be open to receiving emails from CMNC staff to remain updated on the needs of the animal collection, resolve scheduling issues or notifying of absences, and to learn new policies and procedures.
- Contribute and maintain a safe, positive and productive workplace environment for animals, volunteers, visitors, and staff.
- Other related responsibilities as necessary to accomplish department and program objectives.

Equipment Used: General office equipment, telephone, radio, crate, disinfectants, cleaning supplies, outdoor tools, kitchen tools and appliances, lighting fixtures, tongs, rolling cart, 5 gallon buckets

Specific Skills:

- General knowledge of ecology, biology, and recreation
- Keen observational skills
- Must be capable of emergency response handling to avoid injury to self, others, and animals.
- Ability to remain calm and professional in the event of an unpredictable situation and follow through until situation is over.
- Must represent CMNC in a professional manner, and act accordingly while on duty or at the center. Must have strong organizational, observational, and time management skills.
- Ability to record and articulate observations accurately and in a timely manner. Ability to comprehend written and oral instructions, and to accurately carry out instructions.
- Must have effective communication skills and the ability to work in both a team setting and without direct supervision.

Physical Position Description:

Standing, walking, twisting, climbing, crawling, kneeling, reaching motions, lifting up to 25lbs. Exposure to extreme heat, extreme cold, animal waste, possible zoonotic pathogens. All PPE provided as necessary and in compliance with OSHA workplace standards.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbents may be requested to perform position-related responsibilities and tasks other than those stated in this specification. Volunteers will be regularly evaluated and given feedback on skills and performance. This is to help the volunteers work to their greatest potential and participate in their own success. The expectation is improved and sustained improvement. Failure to comply with policies, complete tasks satisfactorily, or communicate scheduling needs may result in suspension or termination from this position.