



Dane County Humane Society Volunteer Position Description

Job Title: WILDLIFE ASSISTANT

Reports to: Wildlife Training Supervisor

Trained by: Trained Staff and Volunteers

Scope of Position: This position supports Dane County Humane Society's mission and core values by assisting in the daily care of wild animals for eventual release back into the wild. New volunteers are ONLY recruited between January 1 and April 1.

Duties and Responsibilities:

- Provide care for wildlife patients including
 - Diet preparation and feeding
 - Cage set-up and maintenance
 - Observing for and reporting signs of illness
 - Maintaining complete and accurate care records
 - Room/enclosure sanitation and clean-up
- Follow all established protocols and guidelines established by the wildlife center
- General housekeeping tasks

Requirements:

- Minimum 18 years of age
- Must complete online training courses from home or at DCHS computers
- Reliable attendance and ability to work independently required
- Have high-level English reading, writing, spelling and communication skills
- Have the ability to understand, remember and follow instructions and procedures; and the ability to ask questions when appropriate
- Friendly and positive attitude
- Ability to squat, bend, twist, lift or stand for up to four hours

Schedule and Commitment:

- Attend wildlife orientation, initial two-hour training and shadow shifts as required
- Attend continuing education as required to learn new skills
- Participate in ongoing evaluation program
- Shifts are listed below and shift length changes with the season: "Summer Schedule" and "Winter Schedule".

Summer schedule:

- Between mid-April to mid-October, volunteers must commit to one of the following weekly shifts available seven days a week:
 - Regular 4-hour shifts: 8-noon, noon-4pm or 4-8pm
 - Limited 2-hour shifts: 8-10am or 4-6 pm (Limited to diet preparation and cage cleaning only; no animal handling is involved with a 2-hour shift).
 - Housekeeping only 2-hour shifts: 8-10am, 12-2 pm, 4-6 pm or 6-8pm

Winter schedule:

- Between mid-October to mid-April, volunteers must commit to one of the following weekly shifts available seven days a week:
 - 9am-12pm or 4-6pm

- Consistent attendance required. There are procedures in place if you need time off due to illness, vacation, work or other causes. Our expectation is that you will make up any missed time.
- Commitment of one (1) two or four-hour shift worked per week through mid-October, the end of the wildlife busy season. Operating hours reduce during the winter and some volunteers elect to transition to another position at DCHS during the winter months.