



<b>Position Description:</b>	<b>Medical Clinic Volunteer</b>
<b>Status:</b>	Volunteer
<b>Date Created:</b>	03/01/2020

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## **POSITION PURPOSE**

Under the guidance of the Volunteer Coordinator and Medical Clinic Staff, the Medical Clinic Volunteer is charged with providing supportive and rehabilitative care to injured, orphaned and ill wildlife. The Medical Clinic Volunteer will work alongside interns, apprentices, and staff to support the organization as a whole and serve Center for Wildlife's mission to sustain local wildlife.

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## **I. ESSENTIAL POSITION RESPONSIBILITIES**

### **A. Medical Clinic/Rehabilitation**

Participates in daily clinic operations under the supervision of the Medical Clinic Staff, specifically:

1. Preparing and delivering species-specific diets for wildlife.
2. Cleaning of indoor and outdoor enclosures and clinic.
3. Habitat changeover and set-up.
4. Dishes, laundry, and other daily projects.
5. Care and feeding of baby birds and baby mammals.
6. Maintaining a safe and healing environment for patients.
7. Attending workshops led by staff to learn more about the field of conservation medicine.
8. Seasonal projects to support the clinic and the Center.
9. Participation in patient releases, if and when appropriate.

### **B. Organization-Wide Support, Duties, and Expectations**

1. Maximizes productivity through the use of appropriate tools.
2. Ensures completeness, accuracy, and timeliness of all functions.
3. Operates as part of the CFW team and maintains and supports a positive work culture.
4. Establishes rapport with a diverse range of staff, apprentices, volunteers, and constituents.
5. Maintains dignity and self-control in difficult situations.
6. All other duties as required.

## **C. QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Punctuality. Showing up on time for shifts is essential to clinic functions.
2. Maturity and self-control, especially with respect to being around sick or injured wildlife (i.e. Understand that wildlife are very different than domestic animals, and limited human interaction is usually best for recovery.)
3. Ability to learn and retain basic knowledge of native species and their natural histories.
4. Physical fitness to work on feet for 4 hours (with breaks), lift up to 50 pounds.

5. Strong interpersonal and communication skills.
6. Willingness to learn, perform daily tasks, and assist staff while promoting a positive work culture.
7. Strong organizational skills for coordinating multiple functions and planning.
8. Able to work efficiently and thoroughly under stress.
9. Take initiative to ask questions and seek support/information as needed.
10. Willing to work both indoors and outdoors in all seasons and weather.

**D. KNOWLEDGE, SKILLS AND ABILITIES**

1. Interpret and adhere to health and safety protocol.
2. Ability to be flexible and work as a team to accomplish tasks.
3. Interest in local wildlife and natural history.
4. Willingness to jump in and get dirty, regardless of the task.

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**II. TIME COMMITMENT**

These positions are requested to work a minimum of one, four hour shift per week for three months.

Hours vary by season but may be as early as 7am or as late as 10pm. We will work with you to determine the best shift for your schedule.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_