



<b>Position Description:</b>	<b>Baby Animal Support Volunteer</b>
<b>Status:</b>	Unpaid
<b>Reports to:</b>	Volunteer Coordinator
<b>Date Created:</b>	March 2022

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## **POSITION PURPOSE**

Under the supervision of the Volunteer Coordinator, the Baby Animal Support Volunteer is charged with providing daily supportive care to orphaned and injured mammals and birds. The Clinic Baby Animal 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.

Center for Wildlife's Clinic Baby Animal Volunteer position is an essential role primarily providing hand-feeding and light cleaning support for a high volume of infant and juvenile squirrels, chipmunks, ducklings, and songbirds. Some of the skills learned include species identification, specific diet preparation and formulas, species habitat set-up, and cage maintenance. All volunteers are expected to show initiative in seeking out additional opportunities and capitalizing on learning opportunities through carrying out daily tasks. This role is seasonal, but may be transitioned into a Clinic Volunteer role once the baby animals have been released for the year.

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## **I. ESSENTIAL POSITION RESPONSIBILITIES**

### **A. Medical Clinic/Baby Animal Support**

#### **1. Patient Care**

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

- a. Day to day hand-feeding of baby animals.
- b. Preparation of diets and formulas.
- c. Maintaining a safe and healing environment for patients.
- d. Performing proper handling techniques.
- e. Cleaning and helping to maintain feeding areas and enclosures.

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

1. Recommends initiatives and changes to improve quality and services for CFW and areas of responsibility.
2. Works with other areas to coordinate workflow and activities to ensure a seamless operation.
3. Identifies and determines cause of problems; develops and presents recommendations for improvement of established processes and practices; initiates and implements plans to solve problems.

4. Maximizes productivity through the use of appropriate tools; aids in developing resources that create timely and efficient workflow.
5. Ensures completeness, accuracy, and timeliness of all operation functions.
6. Operates as part of the CFW team and maintains and supports a positive work culture.
7. Establishes rapport with a diverse range of staff, apprentices, volunteers, and constituents.
8. Maintains dignity and self-control in difficult situations.
9. All other duties as required.

## **II. DESIRED SKILLS, KNOWLEDGE, AND ABILITIES**

1. Information on native species and their natural histories
2. CFW's mission work and messaging
3. Willingness to learn, perform daily tasks, and assist staff while promoting a positive work culture.
4. Strong interpersonal and verbal communication skills
5. Able to work efficiently and thoroughly under stress.
6. Logic and problem-solving skills
7. Ability to define problems, collect data, establish facts, and draw valid conclusions
8. Ability to effectively present information and respond to questions from staff, volunteers, interns, and apprentices.
9. Ability to be flexible and work as a team to accomplish tasks
10. Ability to lift up to 20 pounds and stand for 4 hours, although seating is provided for feeding babies.

## **III. TIME COMMITMENT**

Due to the time involved with training, this position is requesting a scheduled 2 hour orientation plus a minimum of four hours a week for three months.