



## THE WILDCAT SANCTUARY



**Role:** Animal Caretaker I

**Reports to:** Animal Care Manager

**Exempt status:** Hourly Non-Exempt

**Approved by/date:** 3/25/21

**Purpose:** The Animal Caretaker role supports a Zone Lead (or may be a Zone Lead) by providing all aspects of daily care and husbandry as scheduled to ensure health, happiness and safety. Responsibilities include performing routine husbandry and environmental maintenance inside habitats; feeding prescribed diets; performing assigned and approved animal enrichment activities and trainings; daily animal observation to report any abnormalities; and respond to emergency situations. Will also participate in habitat construction or repairs.

### Responsibilities

#### Animal Care

- Clearly understand and follow all TWS safety protocols and procedures - always
- Secure buildings, grounds and enclosures to ensure safety of all residents and people.
- Provide all aspects of daily care for the animals in assigned areas meeting and exceeding TWS standards
- Clean and maintain habitats, buildings and lockouts consistent with TWS standards
- Know animal species, names, history, health concerns, likes and dislikes, etc.
- Observe animals for any signs of illness, lethargy, injury, or dietary problems. Document and report any problems using existing "Observations" database
- Pro-actively observe and document subtle issues such as not shifting, not using the indoors, change in behavior, that may contribute to a large problem and report to Zone Lead and Operations Director.
- Each, and every day, problem solve and make recommendations to better their lives and customize care for our residents (shoveling paths, giving geriatric straw.)
- Ensure animals receive medications and prescribed treatments
- Inspect animal areas for security and safety of animals, staff and the public and work with facilities to repair
- Perform routine inspection and maintenance of buildings, enclosures, grounds, and equipment and report and structural or mechanical problems.
- Communicate pertinent information to team members, superiors and Executive Director
- Ensure seamless animal care and husbandry during shift changes
- Assist with supervision and training of other Caretakers, interns, and Volunteers in a positive manner
- Assist with introductions and movements as approved by the Executive Director
- Assist with sedation and transfer animals to hospital on vet days as approved by the Clinic Coordinator or Executive Director
- Lead in zones when scheduled and as assigned by zone lead, when they are off
- Maintain daily observations, daily animal care log, and other records as needed in the assigned area
- Actively participate in the animal training (operant conditioning) and enrichment programs to benefit the animals
- Perform basic restraint, crating/uncrating and transport of animals as required
- Participate in the animal escape and recovery plan, following TWS emergency procedures and protocols
- Must be available to work overnight shift 1-2 nights per week
- Must be willing and able to work a rotating schedule with flexible hours including overnights, evenings, weekends, holidays and emergencies.



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### Habitat

- Proactively ensuring all USDA and GFAS guidelines and requirements are not only continually met, but clearly surpassed.
- Ability to assist in habitat construction projects and create/provide enrichment as needed and under the direction of the Zone Lead or Animal Care Manager.
- Identify, perform or assist minor repairs to fencing, habitats and animal buildings.
- Work with facilities to coordinate repair of major damage or routine maintenance work.
- Must be able to climb ladders/stairs, lift crates/animals and/or equipment weighing 70lbs
- Operate mowers, handle fire hose for cleaning, operate weed eaters, chain saws and loaded wheelbarrows.
- Operate UTV's, tractors, pickup truck, and other equipment.
- Must be agile and flexible to maneuver in and around animals within enclosures and holding areas.

### Miscellaneous

- Supervise, engage and/or monitor the public, donors, Board Members, and volunteers in a positive manner ensuring the safety of all individuals on property and animals.
- Participate in special events, marketing, and other promotional activities as assigned. In Sandstone and on-line.

### Experience

- Must have previous animal experience (sanctuary, rehabilitation, domestic animal shelters, other internships.)
- Degrees in the fields of zoology, biology, animal psychology, veterinary sciences or other animal-related will be considered but not required.

### Qualifications

- Ability to make a commitment to the animals by focusing on individualized care and continually going above and beyond when it comes to medical care, diet, habitats, enrichment, etc.
- General knowledge of Zoonotic Disease and Sanctuary SOP's
- Trained in chemical immobilization and firearms within 6 months of start date.
- Ability to work in extreme weather conditions from 100-degree days to freezing temperatures.
- Must have tetanus vaccine.
- Ability to work safely, recognize safety hazards, and apply proper safety precautions
- Adhere to Sanctuary policies, procedures, and protocols.
- Foster an open and inclusive work environment by modeling TWS behaviors and values, consistent with the vision, mission and strategic anchors of the organization.
- Professional respect, empathy and kindness toward coworkers, managers, and subordinates, as well as donors and volunteers.
- Friendly and outgoing personality with a willingness to guide, teach and learn from others, including interns and volunteers.
- Understanding that this is a non-traditional, full-time position requiring a flexible, non-traditional schedule



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and commitment.

- Ability and desire to work in a fast-paced, ever-changing environment and embrace flexibility.
- Must be able to handle the physical and emotional aspect of work in a sanctuary and have high level of resiliency.
- Critical thinker who can offer recommendations and creative solutions.
- Willingness to do what is needed in the moment to benefit the animals and organization. (Regardless if this falls under job description)
- Must be results-oriented, self-reflective and take responsibility for actions.
- Attention to detail as it pertains to animal wellness and safety. Always going above and beyond for the animals.
- Possession of a valid driver license. Reliable transportation to our rural location in all four seasons is required.
- Willingness to accommodate TWS dogs and domestic cats in the work place.

### Compensation and Benefits:

- Compensation: \$17 per hour
- 401(k)
- Health Insurance
- Vacation/Sick Time

*It is expected that employees of TWS support the mission and values of the Sanctuary. The employer reserves the right to modify, change or add to the duties of this job description at any time. The employee understands and acknowledges that this position is terminable at will at any time by TWS. All donor names and contact information remain the property of The Wildcat Sanctuary and cannot be taken or used. All graphics and proprietary information remain the property of The Wildcat Sanctuary and cannot be used for other purposes.*