

## W.O.L.F. JOB DESCRIPTIONS

<b>Job title</b>	<i>Animal Care and Enrichment Specialist</i>
<b>Reports to</b>	<i>Senior Director of Operations</i>

### **Job purpose**

The position provides routine and specialized animal care, including enrichment.

### **Duties and responsibilities**

The primary job duties and responsibilities

- **Animal Care**
  - Assists with animal care related to diet, routine health, housing, level of human contact, and enrichment for each animal.
  - Reports animal issues to the management, including behavioral changes.
  - Provide input, as directed by management, and assist with maintaining animal care records, including incorporation of information provided by volunteers.
  - Provide input, as requested by management, and assist with developing animal protocols and enrichment.
  - Communicate animal protocols, enrichment, dietary, and other information to other staff, volunteers, and interns, as directed by management.
  - Follow habitat entry protocols for animals and ensure volunteers and interns follow them as well.
  - Participate in the annual review of the evacuation protocol, as directed by management.
  - Participate in evacuation drills with staff and volunteers on an annual basis, as directed by management.
  - Participate in the review of staff and volunteer training materials, etc., as directed by management.
  
- **Other Duties**
  - Performs occasional additional duties as assigned by management on an as needed basis.
  - Responds to emergency situations at the direction of the Executive Director and/or the Senior Director of Operations.
  - Completes corrective/preventive actions identified in Incident Reports or by other means in a written format and submits to the Executive Director and/or the Senior Director of Operations for review and approval.
  - Communicates consistently and regularly with management in the format specified, as requested.
  - Demonstrates professional and respectful behavior associated with interactions with management, staff, volunteers, interns, Board members, donors, and visitors.
  
- **Other Tasks and Working for Other Companies/Organizations**
  - Participation or contributions associated with activities that are outside of the job description and responsibilities require one of the following:
    - Completion and approval of a staff volunteer waiver that states the activity, task and/or event that the staff member would like to volunteer for; OR
    - Obtain prior approval from the Executive Director to perform and be compensated for tasks/events outside the job description for that employee.
    - Obtain permission from management before working overtime.
  - While working regular shifts at WOLF and being compensated for those shifts, employees are not to perform tasks for other companies/organizations unless pre-approved by the Executive Director. Failure to comply with this requirement can result in disciplinary action up to and including immediate termination.

## **Qualifications**

- Experience – Two (2) years' experience with animal husbandry.
- Preferred experience – Hands-on experience with animal husbandry and catch-up procedures for wolf dogs; experience and knowledge of unique housing and food needs of wolf dogs as well as companionship and enrichment needs.
- Specialized knowledge - Animal husbandry knowledge including expertise in diet, general health, enrichment, and management of animals in a captive environment.
- Skills – Advanced knowledge of canid behavior; strong computer skills.
- Abilities – Ability to provide leadership to animal staff and volunteers; ability to read animal body language and behavior; ability to work in a collaborative team approach; ability to successfully work with governmental and regulatory entities; ability to learn, implement, and use unique computer programs for animal care and medical charting.
- Other characteristics – Ethical and compassionate behavior related to animal care.
- Certification/License - Valid Driver's License.

## **Working conditions**

Performance of duties in an outdoor setting in extreme weather conditions; some indoor office work and computer work.

## **Physical requirements**

Ability to lift 50 lbs., walk in rugged terrain in extreme weather conditions of heat and cold; perform manual labor including facility maintenance in outdoor conditions; walk large animals on leash in outdoor conditions that include extreme cold and heat. Bend, kneel and sit for extended periods of time in outdoor animal enclosures. Sit for several hours per day at an office computer.

## **Reports to**

Senior Director of Operations