



## BCSPCA Wild ARC Branch Position Description

**Position Title:** WILDLIFE ASSISTANT  
(TEMPORARY Position May 3 – Sept 5, 2010)\*  
**Classification:** CUPE Local 50  
**Reporting Relationship:** Administrator, Wild ARC

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### **Position Summary**

The Wildlife Assistant will participate in all wildlife care duties and the daily operation of the centre, including rescue and rehabilitation of wildlife, in addition to maintenance of facilities and cleaning. By telephone and in person, promote the BC SPCA philosophy and mandate with respect to wildlife and animal welfare. Work in a humane, professional, and responsible manner, and encourage by teaching and example, other staff and volunteers to show the same qualities. Maintain operations to BC SPCA Wild ARC guidelines in conjunction with IWRC/NWRA minimum standards for wildlife rehabilitation.

### **Duties and Responsibilities**

- Perform duties as required including answering phone calls, interacting with the public, veterinarians, government, etc. in order to maintain centre operations
- Rescue and transport wildlife
- Pick up supplies and donations as required
- Liaise with other rehabilitation organizations and perform regular research to ensure highest standards of animal care; stay abreast of current wildlife rehabilitation practices.
- Ensure facility hygiene and adherence to health and safety protocols
- Assist with coordination of volunteers
- Maintain detailed records including patient-files, care instructions, and patient log book; perform data entry of files and analysis of records
- Assist in all daily animal care duties
- Attend and participate in team meetings, training, workshops and other projects as required
- Work shifts as required and perform other related duties as assigned by Wild ARC Administrator or Rehabilitation Staff

## **Job Qualifications**

### **Skills & Abilities**

- Capable of handling a demanding workload and long hours; work weekends and statutory holidays as required
- Ability to work in all types of outdoor conditions
- Comfortable working with potentially hazardous conditions, such as contact with parasites, zoonotic diseases, dangerous animals, and chemicals
- Requires substantial physical labour (must be able to lift 50 pounds)
- Must be vaccinated for tetanus (and rabies preferred)
- Must be able to work in emergency situations, on short notice

### **Requirements**

- Minimum 1 year of post-secondary studies in Biological Sciences, Conservation or Environmental Studies, Animal Care, or relevant field
- Basic animal care experience with wild mammals and birds
- Basic knowledge of natural history, identification, and behaviour of BC wildlife species; familiar with provincial and federal government wildlife regulations and rehabilitation permit requirements
- Strong teamwork skills and work ethic
- Excellent communication skills including telephone and public speaking
- Good physical stamina and health
- Intermediate level of computer literacy
- Good driving record
- Access to vehicle use daily (Wild ARC is not on a transit route)

**Wage \$12.72 per hour (37.5 hours/week)**

**\*hiring is subject to successful grant application**

Please submit a cover letter, resume and contact information for three references (at least two former employers), by mail or email to BEFORE MARCH 12<sup>th</sup>, 2010:

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