

WOLF HAVEN INTERNATIONAL
JOB DESCRIPTION: Animal Caregiver

Title: Animal Caregiver	Classification: Hourly / Non-exempt
Reports to: Director of Operations	Pay range: \$15.00/hour
Employment Status: Part-time	Date Updated: 03.06.23

All staff and volunteers will support the Wolf Haven International philosophy that recognizes each animal as an individual whose quality-of-life matters. Our decision-making processes give highest priority to the welfare of the wolves. Following best practices, and out of respect for the wildness of wolves, we take a hands-off approach to caring for animals in our sanctuary. We strive to follow all relevant best practices to further our mission to conserve and protect wolves and their habitat.

Animal Caregivers shall provide support to Animal Care staff as needed to ensure our work reflects our values and philosophy as a Global Federation Animal Sanctuary (GFAS) accredited sanctuary. The Animal Caregiver works under the guidance of the Director of Operations (and/or the Sanctuary Manager), provides quality care for the animals to support their health and wellbeing, and assists with regular maintenance work as needed. This position may also assist with communication about the sanctuary in publications and through interaction with staff, volunteers, and the public.

Please note: for essential veterinary and husbandry care, Wolf Haven handles animals according to a system of safe contact; otherwise, no physical contact occurs between caregivers and sanctuary residents.

Essential Functions

- Support Operations Director to ensure that Wolf Haven animal care standards are maintained with an eye towards assisting McCleery Ranch to become GFAS certified and eventually, accredited.
- Follow all established sanctuary safety, disease control, drug/equipment protocols and policies that reflect best practices. Take immediate action to address any safety concerns that could put yourself, a staff member, animal, or the organization at risk.
- Assist in monitoring animals and enclosure integrity as necessary and report observations to the Operations Director, or other animal care staff as appropriate.
- Assist with animal care duties such as preparing enrichment and food, feeding, and providing water; cleaning and disinfecting equipment, water buckets, tubs, and food prep surfaces.
- Perform maintenance as needed in the sanctuary, including enclosure cleanup, fencing repairs, mowing, weed whacking, shoveling snow, check livestock fences and repair as needed.
- Maintain detailed records of projects and animal’s medical and behavioral history.
- Check / set trail cameras. Rotate from fox lights, as directed.
- Participate in catch-ups of sanctuary residents, as directed.
- Provide support with logistics for Wildlife Handling and Chemical Immobilization courses, as directed.
- Contribute to development of Wolf Haven media and communications, as needed.
- Participate in staff meetings and discussions, animal care team meetings and planning sessions when appropriate.
- Ensure and model quality customer service to guests, volunteers, and staff while promoting our mission and values as a sanctuary.
- Participate as a member of the Wolf Haven team, contributing views and opinions on issues at Wolf Haven.
- Practice and encourage the compassionate humane treatment of all animals.

Qualifications

- Commitment to the mission, values, goals, and success of Wolf Haven.

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- Recognize each animal as an individual whose quality-of-life matters whether in a sanctuary setting or the wild.
- Professional experience caring for large canids preferred.
- Comfortable working in the sanctuary environment and willing to accommodate the animals' needs in a way that reflects our values as a sanctuary.
- Degreed from an accredited college or university in animal, natural sciences or equivalent experience preferred. Vet tech or assistant and/or construction experience is also helpful.
- Highly motivated team player, able to work flexible hours and manage multiple priorities and schedules.
- Proficient in basic computer applications, such as word processing, spreadsheets, Google applications, and internet.
- Ability to lift and carry up to 50 lbs. on a regular basis, and occasionally up to 115 lbs. with the help of a co-worker. This position also includes frequent bending and walking.
- Being able to work outdoors for long periods of time, under inclement weather.
- Ability to drive a vehicle with standard transmission, and maintain a MT state driver's license.
- Experience with heavy equipment (tractor, skid steer, etc) a plus, and experience driving a side x side, 4-wheeler, and snowmobile useful.
- Maintain current CPR/AED and first aid certification.

This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. Wolf Haven International is an at-will employer.

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Expectations

My initials below indicate my acceptance and understanding of the expectations as it relates to the position of Animal Caregiver, and standards of conduct within the organization.

- _____ I will ensure that every task I perform will be in with Wolf Haven standards.
- _____ I will treat every sanctuary resident with respect for their individual needs at all times.
- _____ I understand that I will be performing mostly physical tasks, in the outdoors, and often under inclement weather (weather related safety will always be observed).
- _____ I understand that some tasks require strength and repetitive movements with my arms, shoulders, back, and knees
- _____ I am able to lift and carry up to 50 lbs. on a daily basis, and occasionally up to 115 lbs. with the help of a co-worker.
- _____ I understand that some tasks require constant bending and lifting.
- _____ I understand that caring for live animals requires flexibility, and openness to changes in routine, schedule, and systems in place.
- _____ I understand that my schedule may occasionally change depending on the sanctuary needs (e.g., wolf-handling dates) or I may be asked to come outside my regular hours in the case of an animal emergency.
- _____ I understand that any photographs or videos I take of the sanctuary residents belong to the organization and should only be used on social media within the guidance of the sanctuary managers and the communications department.
- _____ I will treat every member of the team with respect and equality and will cultivate a collaborative environment.
- _____ I understand that Wolf Haven is a safe space, with no tolerance for bullying, harassment, or discrimination of any kind.
- _____ If I have a safety concern, I will report it immediately to a Sanctuary Manager.
- _____ If I have an animal care concern, I will report it immediately to a Sanctuary Manager.
- _____ If I am injured, I will report it immediately to a Sanctuary Manager.

Animal Caregiver Signature

____/____/_____
Date