



NMWC Grounds & Facilities Volunteer Description

PURPOSE: The Grounds & Facilities Volunteers help maintain grounds and facilities at NMWC through basic maintenance or specialized projects.

CLASSIFICATION: Volunteer; this position is limited by all NMWC policies and local, state, and federal laws, rules and regulations.

REPORTS TO: Executive Director, Volunteer Coordinator

LEVEL OF PHYSICALITY: High

HOURS: As needed. Can be a consistent position for basic maintenance.

POSITION SUMMARY

New Mexico Wildlife Center consists of four buildings, over 35 animal enclosures, and is situated on 20 acres. All of these facilities and land can take a lot of time to manage. While we call on licensed professionals for any maintenance that requires skilled labor, we rely heavily on volunteers to help maintain our grounds and animal enclosures. Grounds & Facilities Volunteers can come from a variety of backgrounds (retired and current skilled laborers are welcome!), and all share the same goal of helping staff finish projects, maintain facilities, and keep NMWC safe and beautiful for the animals and people.

REWARDS & BENEFITS

Volunteers benefit from this position by:

- Being part of a team
- Playing a role in wildlife conservation
- Knowing the staff, visitors, volunteers, and animals are safe onsite due to your work on facilities and enclosures
- Having the opportunity to accomplish hands-on tasks and see tangible results
- Witnessing your work housing animals or engaging the public

CORE DUTIES

- Manage plants, trees, and shrubs that have grown into visitor walking paths and are causing harm to facility structures.
- Ensure the pathways and visitor areas are safe by clearing paths, laying down wood chips, cutting falling branches, and replacing barriers.
- Assist staff with finishing various projects around grounds (building new animal enclosures, re-painting structures, repairing existing animal enclosures, etc.).
- Assist with facility maintenance, depending on specific task and volunteers's skill level, including but not limited to carpentry, plumbing, electrical, painting, and custodial projects.

QUALIFICATIONS AND RESPONSIBILITIES

Volunteers in this position must:

- Have a passion for NMWC's mission.
- Understand that the patients in the hospital are wild animals and that minimizing disturbance while working is crucial to their recovery.
- Be able to multitask and work well alone or with others in a team environment.



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- Take both written and verbal direction well and follow detailed protocols and instructions.
- Be a team player; able to work and communicate well with others in all situations.
- Be able to use hands frequently, lift heavy objects, and bend over frequently.
- Sign up for shifts and track hours through Volgistics.
- Be responsible for their own health in inclement weather.
- Be up-to-date with the tetanus vaccine and must be able to provide documentation of the most recent tetanus vaccine.
- Follow up-to-date COVID protocols implemented by NMWC and the state.
- Have an email address and check email regularly for communication from NMWC.
- Skills vary based on volunteer's project assignment, but general skills include
 - Basic gardening skills (weeding, pruning)
 - Understanding how to work safely around others
 - Experience with proper use of common hand tools both manual and powered
 - Basic maintenance, carpentry, landscaping, and janitorial skills
- Skilled and licensed plumbers, electricians, contractors, etc. maybe recruited for more complex projects.

WORK ENVIRONMENT: The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A large percentage of duties are performed outdoors in various weather conditions, ranging from rain, wind, snow, cool to cold weather, and extreme heat. It is possible the volunteer will be exposed to dust and harsh chemicals that if not handled properly may present a health hazard. The noise level in the work environment is usually moderate. While performing the duties of this job, the volunteer is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl; talk and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Specific auditory acuity to identify animal noises indicating distress, aggression, pain and other conditions and behaviors; to hear warning signals from safety and security alarms and/or warning signals; to detect sounds associated with malfunctions in mechanical equipment and systems. Must possess sufficient manual dexterity, strength and ability to rotate wrists, elbows and shoulders to operate manual cranks, and pulleys and to use manual and power tools commonly used in routine maintenance. The incumbent must occasionally lift and/or move up to 50 pounds. The work environment may be exposed to inclement weather; pollen, mold, dust, dirt and other airborne contaminants; and temperature variations. Must be able to tolerate exposure to animal dander, animal wastes, and other zoonotic contaminants. Must be able to work in close proximity to native wildlife species. Must be able to wear all required protective clothing and equipment.

❖ **Note: Volunteers in this classification may be required to have COVID vaccination and tetanus vaccination.**

DISCLAIMER: This position description has been designed to indicate the general nature and level of work performed by a volunteer within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of a volunteer in this position.

EEO STATEMENT: All qualified applicants will receive consideration for volunteer placement without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. All NMWC volunteers are subject to volunteer eligibility and background security checks.