



NMWC Wildlife Hospital Volunteer Description

PURPOSE: The Wildlife Hospital Volunteers complete tasks essential to maintaining the daily operations of NMWC's wildlife rehabilitation hospital.

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

REPORTS TO: Wildlife Rehabilitation Manager, Wildlife Rehabilitators, Wildlife Veterinarian, Volunteer Coordinator

LEVEL OF PHYSICALITY: Moderate - High

HOURS: Time requirements vary depending on season. Volunteers will be dismissed if unable to commit to time requirements during each season.

- **Baby Season (April-October; busy season with ~12 animals/day admitted):**
Volunteers must commit to 16 hours per month with a set morning shift each week (i.e. every Monday from 9-1). Afternoon shifts allow more variability in schedule and can be utilized to make up missed hours.
- **Off Season (November-March; slower season with ~4 animals/week admitted):**
Volunteers must commit to 8 hours per month and no set recurring morning shift is required. No afternoon shifts are available.

POSITION SUMMARY: Wildlife hospital volunteers play an important role in maintaining a stress-free, clean, and organized environment for our wild patients to heal and grow. The New Mexico Wildlife Center wildlife hospital admits and cares for 800-1,000 native New Mexico wildlife from around the state each year. Our ultimate goal is to rehabilitate and release patients back into the wild. Wildlife Hospital Volunteers work closely with the wildlife hospital staff and interns to complete hospital tasks and projects as needed throughout the day. Volunteers are essential members of the hospital team as they help the hospital function so that rehabilitators and interns can focus on rehabilitating injured and orphaned animals. At times, wildlife rehabilitation can be a gory and stressful environment. The animals we work with in the hospital are not pets or education animals. In order to keep these animals wild, we do not talk to, pet, or unnecessarily handle them at any point during their rehabilitation.

REWARDS & BENEFITS

Volunteers benefit from this position by:

- Being part of a team
- Helping promote wildlife conservation through our mission
- Seeing a diverse range of wild animals
- Experiencing advanced veterinary procedures and rehabilitation processes (volunteers will be invited to observe and ask questions when appropriate).
- Having the opportunity to watch animals progress, develop, and heal through the rehabilitation process
- Playing a direct role in getting animals back to the wild

CORE DUTIES

- Work closely with the rehabilitation staff to complete the goal of returning wild animals back to the wild.
- Maintain the wildlife hospital in a clean and organized manner.



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- Clean and perform maintenance of animal enclosures/hospital rooms/equipment, cleaning and disinfecting dishes, sweeping and mopping.
- Prepare daily diets for hospital patients including preparation of frozen meat, rodents, birds, and live insects.
- Help scan, print, and file documents along with other office work as needed.
- Use PPE and safety techniques correctly, identify what techniques are needed in different situations.

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 are to be treated with respect. Cuddling, talking to, or unnecessary handling of the patients is not allowed.
- Be professional around wild animals that are admitted with open wounds, visible bone fractures, and other situations that may be visually uncomfortable.
- Respect the rehabilitators' and veterinarian's decisions regarding medical protocols and euthanasia of patients.
- Be able to use hands frequently, lift heavy objects, and bend over frequently.
- Be able to multitask and work well alone or with others in a team environment.
- Take both written and verbal direction; follow detailed protocols and instructions.
- Complete tasks safely and efficiently per the direction of the supervisor.
- Report for shifts on time and stay for the duration of the shift - or notify staff of any deviations from shift expectations in a timely manner.
- Sign up for shifts and track hours through Volgistics.
- Complete tasks both inside and outside for long periods of time in all weather.
- Be responsible for their own health in inclement weather.
- Be up-to-date with tetanus vaccine and provide documentation.
- Follow up-to-date COVID protocols implemented by NMWC and the state.
- Have an email address and check email regularly for communication from NMWC.

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. 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.



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- ❖ **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.