

BCSPCA Wild Animal Rehabilitation Centre (Wild ARC)

Position Description

Position Title:	WILDLIFE ASSISTANT (2 positions available) Full-time, Temporary Position May 1 – Sept 5, 2016
Classification:	CUPE Local 50
Reporting Relationship:	Wild ARC Manager and Assistant Manager
Hiring Requirement:	Must currently be a full-time student between the ages of 18-30

Position Summary

The Wildlife Assistant will participate in all duties and the daily operation of the centre, including the supervision of volunteers in rehabilitation of wildlife, in addition to maintenance of facilities. 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 and training 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 (weekends, evenings and stat holidays) and perform other related duties as assigned by Wild ARC Management or Rehabilitation Staff

Job Qualifications

- Must currently be legally entitled to work in Canada (proof required)
- Between the ages of 18-30

- A full-time student looking for career-related experience

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

Education 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
- BC Driver's licence with good driving record and no new driver restrictions
- Access to vehicle use daily (Wild ARC is not on a direct transit route)

Wage \$14.18 per hour (37.5 hours/week)

Please submit the following by mail or email FEBRUARY 13th, 2016 @ 5pm:

- BC SPCA Employment application (PDF)
<http://www.sPCA.bc.ca/assets/documents/about/join-us/employment-opportunities/employment-application.pdf>
- Cover letter
- Resume
- Contact information for three references (at least two former employers)

Aboriginal students are encouraged to self-identify as this has been identified as a local priority in the constituency by Canada Summer Jobs.

Addressed to:

Kari Marks, Wild ARC Manager
1020 Malloch Road
Victoria BC, V9C 4G9
info@wildarc.com