



## Animal Care Coordinator

**Department:** Animal Care – Reports to Education Department

**Supervisor:** Education Director

**Hours:** 30-32/week (flexible)

**Pay Rate:** \$15/hr

The Animal Care Coordinator's primary purpose is to provide the best care possible to Ijams Nature Center's animal ambassadors (non-releasable wildlife at Ijams that will be referred to as 'animals'). This is followed closely by providing programmatic instructional support to the nature center and all departments. The Animal Care Coordinator is responsible for leading animal care programs, assisting in programs for other departments, interacting with center clientele to meet their needs, and training all volunteers and staff members on how to care for and present animals appropriately. All of the above is to be done with a focus on customer service and effective educational methods in a safe environment.

### Responsibilities

#### Animal Care

- Handle and train animals
- Coordinate with medical professionals for any procedures, treatments, yearly physicals, or other medical care of the animals.
- Be responsible for the basic daily husbandry of the animals including diets, housing, enrichment, cleaning, and training.
- Ensure all permitting with U.S. Fish and Wildlife Service, U.S. Department of Agriculture, and Tennessee Wildlife Resources Agency is up-to-date and all permits are readily available.
- Ensure that animal care policies and procedures are in compliance with all state and federal regulations regarding housing, husbandry, and animal use.
- Procure all animal care supplies including, but not limited to, mice, rats, crickets, worms, produce, and equipment.
- Maintain up-to-date records on all animals' health, care, and weight.
- Perform basic facility maintenance of the animals' housing, including aquarium maintenance, water changes, and cleaning.
- Research new enrichment ideas or updates to enclosures to ensure continued health and happiness for Ijams' lifelong residents.
- Other duties as assigned.

## **Training Management**

- Work with Volunteer Coordinator to recruit, train, and oversee animal care volunteers, including scheduling, advanced training, maintaining records, and addressing general day-to-day concerns.
- Provide interpretation training for volunteers to give them the skills to present informal animal presentations.
- Provide animal-handling training and continued support to provide the volunteers and staff with the skills required to handle animals during on- and off-site programs.
- Make arrangements and schedule volunteer handlers for off-site programs, ensuring they have the skills required for the animals being presented.

## **Instructional Support**

- Prepare for and teach Ijams Nature Center programs that feature the animals. This could include behind-the-scenes tours and creature features. It also could include helping with other departments' programs.
- Help with outreach programs for local organizations.
- Present animals at fundraising functions or other Ijams events.
- Develop fundraising ideas, provide updates on Ijams website on animals, and create video and photo social media posts.

## **General Disposition**

- **Curious Learner:** A highly passionate individual who is a lifelong learner, who is authentically curious and fascinated by the natural and cultural world around them.
- **Compassionate Team Member:** A team member who cares for people who are different from them, strives to reach new audiences and break barriers, and is intrinsically motivated to seek solutions and assume the best in others.
- **Motivated Contributor:** A motivated and innovative contributor to the team's and the organization's overall goals.
- **Self-Reflective Thinker:** A thoughtful individual who has the capacity to be self-reflective, situationally aware, recognizes and values the importance of social and emotional health, and is flexible in their ability to grow from and through experiences.
- **Resilient Colaborator:** An innovative person who is positive, bravely shares their thinking, seeks resolution, listens well, and uses mistakes as an opportunity to grow.

## **Required Qualifications**

- 4-year degree in wildlife biology or zoology, or equivalent experience
- Experience with volunteer management
- Strong customer service skills
- Attention to detail
- Willingness to multi-task and work under pressure
- Ability to work without supervision

- Experience working with Microsoft Office, PowerPoint, and Excel
- Minimum 2 years' experience working with/handling wildlife, and daily animal husbandry

## **Additional Desired Qualifications**

- Experience developing and managing environmental education programs
- Teaching credentials
- Comfortable using tools for basic enclosure repairs and improvement
- Grant writing experience

While performing the duties of this job, this employee is frequently required to use a keyboard, navigate dynamic electronic platforms/databases, view a computer monitor for potentially long periods, and use phones. The employee will be required to lift and/or move up to 40 pounds and may need to carry for approximate distances up to 50 feet, bend, reach with hands and arms, use fingers to write or type and handle or feel, walk, carry documents, crouch, stoop, kneel, climb stairs, and use a step ladder in lifting and lowering materials. The employee must be flexible enough for small spaces in order to clean and maintain animal enclosures. The position requires use of office equipment such as computer, copier, postage machine, and Point-of-Sale system. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to problem solve, work within a budget, and professionally communicate with team members and supervisor productively.

This position will spend about 70% of the time in animal care areas, including raptor enclosures, small animal cages, closets, and other areas; it will spend about 30% of the time in usual office conditions, or leading animal outreach programs on and off campus, and tabling promotional events to raise funding for animal care and other educational events that feature animals and interpretation promoting Ijams' educational mission. While performing the duties of this job, this employee may be exposed to dust, temperature variance, weather variance, noise, pollens, and fumes. The employee also will need to be prepared to wear appropriate clothing during cold and warm months for outside and indoor work.

*Ijams Nature Center is an Equal Opportunity Employer working to create experiences of belonging for all, including BIPOC, LGBTQ+ communities, people with disabilities, and people of all economic realities. To forward these goals and more, candidates from diverse backgrounds are especially encouraged to apply.*

## **How to Apply**

Email or mail a cover letter, resume, and a list of references to Jennie McGuigan at [jmcguigan@ijams.org](mailto:jmcguigan@ijams.org). Deadline to apply: End of day Friday, June 24, 2022. Interviewing will begin ASAP and this position may be filled prior to this deadline if an exceptional candidate is identified.