Student Job Description

Title: Animal Care Assistant
Responsible To: Program Manager & Preserve Director
Department: Ecosystem Preserve

Purpose: To assist the program manager and director in caring for our live animal and plant educational exhibits at Bunker Interpretive Center.

Primary Responsibilities Include:

1. Feeding and caring for our educational animals which may include a variety of reptiles, amphibians, fish, and invertebrates (including frogs, toads, salamanders, turtles, fish, and a variety of small invertebrates such as crayfish, caterpillars, crickets, worms, etc.) Care of the animals include but is not limited to setting up and cleaning tanks and filters including weekly water changes, setting up and monitoring light and heat sources, monitoring temperature and pH levels, monitoring the general health of the animals and administrating medicine when needed.
2. Keeping detailed records of feeding and cleaning schedules, the health of the animals and plants and changes in the behavior of the animals.
3. Caring for and maintaining living plant displays including plants in the terrariums, solarium, throughout the BIC, in the butterfly house, and native plant collection. Care may include watering, planting, deadheading, trimming, spraying with insecticides etc.
4. Regularly communicating with the Program Manager about the health of the animals and plants, changes in behavior of the animals and supplies that are needed.
5. Keeping the bird feeders filled at our bird feeding stations, disinfecting and cleaning the feeders as needed, and making nectar and suet as needed.
6. Researching about animal care and assisting in the development and implementation of animal care policies and procedures for the center; as well as writing and updating animal care procedures for the care book.
7. Assist with writing and designing educational displays for both the living animal and plant exhibits.
8. Assist visitors to the Bunker Interpretive Center by welcoming them and answering questions about the preserve and our living animal exhibits, butterfly house, and native gardens.
9. Perform cleaning duties such as disinfecting and cleaning sinks and tables, sweeping, mopping up water etc. as needed and keeping exhibit enclosures both presentable and safe for the public to view.
10. Opening and closing the building as requested by the Program Manager or Director.
11. Other tasks as assigned.
Necessary Skills, Abilities, and Qualifications:

- Must be very dependable and willing to take initiative to learn more about the natural history of the animals and to research new and better animal care practices and procedures.
- Must be very detailed orientated.
- Educational background or experience in animal care, ecology, and/or interpretation and a willingness to increase knowledge in these areas is strongly desired.
- Needs to be comfortable feeding and caring for animals which includes handling crickets, worms, grasshoppers, mealworms etc. and cleaning tanks.
- Must be able to act independently in furthering the programs of the facility.
- Excellent writing and organizational skills important.
- Must have good communication skills on the telephone, via email, and in person.
- Computer experiences with basic word-processing and spreadsheets desirable.

Benefits: Gain work experiences to build your resume (extremely valuable if interested in becoming a zoologist, veterinarian, wildlife rehabilitator, park ranger, naturalist, interpreter) learn more about God’s creation and yourself.

Time Commitment: 5 to 10 hours a week. Afternoons preferred. Some Saturday work required may be required.

Suggested Wage Level: II
Suggested Wage: $8.00 an hour

Typical Length of Employment:

____ Summer	____X__ Academic Year	____ Whole Year