



Progressive Animal Welfare Society

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Lynnwood, WA 98046 [www.paws.org](http://www.paws.org)

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## Job Description

**Position Title:** Seasonal Assistant Wildlife Rehabilitator

**Accountable to:** Wildlife Rehabilitation Manager

**Date Posted:** January 15th, 2012

**Closing Date:** February 15, 2012

**Seasonal Position:** April 1-September 30, 2012

Purpose of Position:

To assist in the coordination of daily animal care at PAWS Wildlife Center.

Duties and Responsibilities:

In accordance with organizational policies, duties include but are not limited to:

- Assists in fulfilling daily care plans of wildlife patients including but not limited to nutritional, husbandry and medical needs.
- Assists with examinations and basic diagnostic procedures on incoming patients. Administers medical treatments according to the PAWS Wildlife Rehabilitation Manual and policies. Maintains animal care records, inputs data.
- Ensures that cages and facilities are cleaned and maintained daily, feeding schedules are adhered to and other animal care needs are met.
- Oversees and assists interns and volunteers with daily duties. Assists with training and mentoring of volunteers and interns. Delegates and ensures satisfactory completion of tasks. Ensures that animals are being handled in a manner that maximizes human and animal safety. Ensures that protocols to minimize the risk of contraction of zoonotic diseases are being adhered to.
- Admits animals from the public and provides assistance both in person and over the phone regarding animal rescues, transport and nuisance wildlife situations.
- Drives own vehicle or PAWS vehicle as needed to rescue and transport wildlife. Performs animal releases as needed.

Controls over Work:

Assistant Wildlife Rehabilitators work under the direction of the Rehabilitation Manager and are expected to work without direct supervision.

Physical Demands:

Must be able to lift a minimum forty (40) pounds. Work is performed both in and out of the wildlife center which requires lifting, bending, stooping, pushing and other moderately strenuous activities.

Requirements:

- A minimum of two-years of college-level education, or the equivalent in experience, with a proven interest in wildlife.
- A minimum of three months experience in a wildlife rehabilitation center or related field.
- Organized, efficient and able to work independently where there may be no existing protocols.
- Must be able to work quickly, efficiently and calmly under stressful conditions. Must be able to handle multiple responsibilities. Must be able to work cooperatively with co-workers (volunteers, interns and staff) and the public.
- Supervisory experience and familiarity with computer systems helpful.
- Must be able to communicate clearly in English, both verbally and in writing.
- Must have or be able to obtain a valid Washington state driver's license with no record of major or repeated minor traffic offenses.

Note: Under the provisions of the Immigration and Reform Act of 1986, the successful candidate will be required to provide both evidence of identity and eligibility for employment

**How to Apply:**

Send resume, cover letter, two letters of reference and PAWS employment application via email to [emeredith@paws.org](mailto:emeredith@paws.org) or to Emily Meredith, Wildlife Rehabilitation Manager, PO Box 1037, Lynnwood, 98046.