

# VOLUNTEER JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

<b>JOB TITLE:</b>	Behind the Scenes Wildlife	<b>DIRECT SUPPORTS:</b>	Curator of Wildlife, Senior Wildlife Specialist
<b>DEPARTMENT:</b>	Wildlife	<b>DIRECTLY SUPPORTS:</b>	N/A

## VOLUNTEER JOB SUMMARY

Behind the Scenes (BTS) Wildlife volunteers assist Wildlife keepers with animal care and husbandry in specific areas including Desertarium and Birds of Prey. Typical tasks include cleaning of enclosures, removal of fecal material, washing, disinfecting surfaces, and changing water. Volunteers help keep work areas clean and organized by doing laundry, washing dishes, sweeping, and mopping. Diet preparation including the processing of whole-animal foods for carnivore species is required. BTS volunteers may also be invited to assist keepers with animal training sessions, enrichment opportunities, minor veterinary procedures, or help with other special projects as necessary.

## ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

<b>95%</b>	<b>Animal Welfare</b> <ul style="list-style-type: none"><li>• <i>Conducts daily husbandry tasks including but not limited to, cleaning, diet preparation, feeding, watering, records-keeping, and habitat maintenance</i></li><li>• <i>Dishwashing, laundry, sweeping and mopping of animal care areas</i></li><li>• <i>Processes animal diets including whole-animal foods such as rats, mice, and poultry</i></li><li>• <i>Feeds reptile and/or fish species as directed including live insects such as crickets or mealworms</i></li><li>• <i>Assists staff in maintenance of feeder animal colonies</i></li><li>• <i>Follows written safety procedures in accordance with all museum rules and guidelines</i></li></ul>
<b>5%</b>	<b>Computer Use</b> <ul style="list-style-type: none"><li>• <i>Self-schedules and tracks time using Volgistics Volunteer Management software</i></li></ul>
<b>5%</b>	<b>Other Duties</b> <ul style="list-style-type: none"><li>• <i>Complies with all Museum policies, procedures, and safety regulations.</i></li><li>• <i>Embraces, supports, and helps implement the Museum's continued learning and commitment to diversity, equity, accessibility, and inclusion</i></li></ul>

## QUALIFICATIONS

### EDUCATION/ CERTIFICATIONS

- N/A

### EXPERIENCE

- No experience required

SKILLS/  
ABILITIES

- 18 years of age or older
- Ability to perform physical tasks including but not limited to, lifting 50 pounds, carrying, stooping, bending, extensive walking, crawling, climbing, and working outside in the extreme weather conditions typical of Central Oregon

PHYSICAL  
ELEMENTS

- Ability to work inside and outside in normal weather conditions typical of Central Oregon
- This position requires a once a week, long-term commitment

EQUIPMENT  
USE

- Occasional computer use

ACKNOWLEDGMENT

*I acknowledge that I have read and understand the above volunteer job description in its entirety and am capable of performing all of the stated requirements.*

---

Volunteer Name

Signature

Date

---