

**Moosewood Nature Center**  
**Animal Care and Volunteer Supervisor**  
**Job Description & Duties**

**Job Description:**

Responsible for the general care, maintenance, and husbandry of the live animals that reside at the Moosewood Nature Center. Supervise volunteers to ensure they are practicing safe and approved methods of feeding animals and maintaining their enclosures. Responsible for educating and training new volunteers on feeding and maintaining animals as well as keeping the Animal Information Binder up-to-date and readily accessible for educational purposes.

**Job Duties:**

- Buy & maintain food stock for all live animals using Moosewood Debit Card
- Maintain open communication with board members in regard to animal-related purchases
- Maintain stock of maintenance items used & replace equipment parts when needed
  - General Maintenance Items: paper towel, garbage bags, cleaning products, sponges
  - Equipment: Aquarium filters, basking bulbs, light fixtures, heating pads, tank heaters
  - Animal Items: bedding, fresh & frozen food items, shell conditioners/iodine
- Supervise proper cleaning & feeding procedures of volunteers
- Train new feeders/hosts on animal feeding, maintenance, and general care
- Schedule appropriate training sessions with volunteers on animal maintenance if needed
- Print, track, & update Chore Charts as needed
- Schedule feeders & hosts monthly and ensure animals are being fed 1x a day or as determined
- Set up & maintain Animal Information Binder located at the Moosewood Center
- Research live animals we take care of and make information readily available to volunteers
- Develop information sheets on each species we care for and develop educational signage for the public to read
- Fill wild bird feeders at least 2x a week – this task can be delegated to someone if needed
- Be available for questions, concerns, or troubleshooting with all volunteers regarding animal care and maintenance

**Work Environment:**

Hands-on work with live animals and their enclosures; frequent exposure to electrical equipment, dust, water, cleaning agents, and hot/cold environments. Handling of live animals is required for cleaning, educating, and vet visits – must be comfortable handling live animals and cleaning their enclosures.

**Job Requirements:**

- Background knowledge of reptile/amphibian care, diet, and habitat
- Experience working with reptiles/amphibians
- Basic communication skills for training volunteers, greeting guests, & answering the phone
- Basic computer skills – typing, emails, documents
- Ability to carry heavy objects occasionally, up to 50#
- Ability to have flexibility in terms of feeding, scheduling, & availability
- Maintain paid (vs. volunteer) hours accurately and exacting – report at end of each month
- Keep track of purchases with receipts and record expenses as needed

**Current Animal Food Stock & Where to Buy:**

- Nightcrawlers – PetSmart, Wal-mart, or Holiday Gas Station (summers only)
- Crickets – PetSmart or Mares-Z-Doats
- Mealworms – PetSmart
- Smelt – Thill's Fishhouse (must order ahead of time)
- Frozen mice – American Rodent Company (Indiana – online shopping)
  - PetSmart or Mares-Z-Doats if needed in a pinch
- Black Oil Sunflower Seeds – Mares-Z-Doats (50# bag)
- Supreme WildBird Mix – Mares-Z-Doats (40# bag)
- Aquatic Turtle & Tortoise Pellets – PetSmart
- Fresh vegetables for animals – Wal-mart, SuperOne Foods, Econo Foods

**What is Volunteer & Paid Hours?**

<b>Volunteer Hours include:</b>	<b>Paid Hours include:</b>
Hosting on weekends	Training sessions for volunteers
Feeding animals on a specific day	Working on binders, signs, posters, & research
Attending board meetings	Communicating with & scheduling volunteers
Watching center with other volunteers	Cleaning & organizing projects
Orientation with new volunteers (if needed)	Any work related to School Programs

**Working with Reptiles & Amphibians:**

- Always wash your hands before & after handling
- Move slowly around them, especially snakes – they can startle easily
- Handle amphibians with wet hands
- Don't make loud, high-pitched noises around them
- If petting reptiles, go “with the grain” (the same direction as the scales)
- Handle them in an upright position with both hands
- Do not let children/guests touch or hold any animals unless you are supervising them
- Be calm while handling – they can pick up on your nervousness and act nervous too
- If bitten – do not react loudly; stay calm and gently try to pry mouth away from bitten area

Vet Contact: Northern Vet Associates  
 661 Palms Avenue  
 Ishpeming, MI 49849

Daytime Phone: (906) – 485 – 6145  
 After Hours Emergency: (906) – 222 – 5896

Exotic Pet Specialists: Dr. Scott Jandron & Dr. Dawn Sheffield

\*Moosewood Nature Center receives a discount on medications & consultations