



# CALVIN

## ECOSYSTEM PRESERVE

## Animal Care Assistant Job Description

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**Title:** Animal Care Assistant

**Pay Level & Current Wage:** Omega – (\$9.25 to 9.60 2018/2019 academic year)

**Typical Length of Employment:**  Academic Year  Summer  Other

**Number of Positions:** 1

**Department:** Calvin College Ecosystem Preserve

**Locations:** Bunker Interpretive Center

**Supervisor:** Jeanette Henderson – [jmh46@calvin.edu](mailto:jmh46@calvin.edu)

**Schedule:** 5 to 6 hours a week typically divided over 3 days. Afternoons preferred. Prefer either a M/W/F or a Tu/Th/Sat schedule.

**Purpose of Position (Summary):** To assist the program manager in caring for our live animal and plant educational exhibits at Bunker Interpretive Center.

### Primary Responsibilities:

- 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 administering medicine when needed.
- Keeping detailed records of feeding and cleaning schedules, the health of the animals and plants and changes in the behavior of the animals.
- Caring for and maintaining indoor living plant displays including plants in the terrariums, solarium and throughout the BIC. Care may include watering, planting, deadheading, trimming, spraying with insecticides etc.
- 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.
- Keeping the bird feeders filled at our bird feeding stations, disinfecting and cleaning the feeders as needed, and making nectar and suet as needed.

- 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 procedure.
- Assist with writing and designing educational displays for both the living animal and plant exhibits.
- Assist visitors to the Bunker Interpretive Center by welcoming them and answering questions about the preserve and our living animal exhibits.
- Perform cleaning duties such as disinfecting and cleaning sinks and tables, sweeping, wiping down glass, mopping up water etc. as needed and keeping exhibit enclosures both presentable and safe for the public to view.
- Opening and closing the building as requested by the Program Manager.
- Other tasks as assigned.

**Required Skills/Experience/Qualifications:**

- Must be dependable and able to work independently but also take initiative to communicate regularly with the program manager.
- Must be very detailed orientated.
- Needs to be 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.
- Needs to be comfortable feeding and caring for animals which includes handling crickets, worms, grasshoppers, mealworms etc. and cleaning tanks.
- Excellent writing and organizational skills important.
- Must have good communication skills on the telephone, via email, and in person.
- Passionate about caring for God's creation and commitment to the Ecosystem Preserve's mission.
- Competency in using Microsoft Office Suite and Google Apps.

**Preferred Skills/Experience/Qualifications:**

- Educational background or experience in animal care, ecology, and/or interpretation preferred.
- Interested in working multiple semesters.

**Physical Requirements:** Assistants will work both in a general office setting and outside in the preserve. The majority of the position involves standing on his or her feet, lifting buckets of water and physically cleaning tanks. He or she must have the ability to safely lift at least 30 pounds. They also must have tolerance for working outdoors in a variety of weather conditions and exposure to biting insects, poison ivy, thorns, etc. They need to be able to walk over rough narrow paths, wood-chipped trails, muddy areas, grassy fields, and walking on uneven paths, etc.

**Benefits:**

- This position provides valuable professional experience for college students interested in becoming a zoo/animal keeper, zoologist, veterinarian, veterinarian technician, wildlife rehabilitator, animal trainer, park ranger, naturalist, interpreter, or curator at a museum, aquarium or zoo.
- Learn more about learn more about the fields of animal husbandry.
- Get a behind the scenes look at what makes our organization work and gain knowledge and increase skills in your program area.
- Earn a great reference.
- Enjoy spending time outside.

**How to Apply:** To officially apply for this position you must fill out an Ecosystem Preserve Student Employee Application online at [www.calvin.edu/go/preserve](http://www.calvin.edu/go/preserve) (under Get Involved Section). Completed application and supporting documents need to be delivered to:

*Jeanette Henderson, Program Manager at [jmh46@calvin.edu](mailto:jmh46@calvin.edu) or deliver them the mailbox outside of EI 114 Conference Room in the Bunker Interpretive Center*

**Application Deadline:** Rolling- You are welcome to apply at any time to be considered for future positions when they open.