



ANIMAL CARE ASSOCIATE POSITION DESCRIPTION

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| Position: | Animal Care Associate |
| Direct Supervisor: | Animal Care Director |
| Employment Classification: | Non-exempt, hourly, year-round |
| Compensation: | \$20.00 per hour, bi-weekly, direct deposit |
| Schedule: | 40 hours/week, 80 hours/bi-weekly, 2,080 hours/year, Thurs-Monday |

Position Purpose and Summary

The Animal Care Associate (ACA) is a vital member of the Squam Lakes Natural Science Center (SLNSC) animal care team. The ACA assists in performing work necessary to provide daily animal care and maintain the Squam Lakes Natural Science Center's animal enclosures, ensuring appropriate animal welfare. The Animal Care Associate collaborates with all SLNSC staff to maintain established facility and operational standards, as well as AZA accreditation standards. This position also performs other duties as needed.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform basic functions.

- Cleans animal exhibits and holding areas; raking, sweeping, hosing, scrubbing, and disinfecting.
- Prepares and provides food and water to exhibit animals per established protocols.
- Presents food and water using species-appropriate methods.
- Observation of animals for detection of illness and/or injury with a report to the Animal Care Director.
- Provides periodic treatment and administration of medications under the direction of the Animal Care Director and Veterinarian.
- Able to operate and maintain animal life support systems and animal facilities.
- Participates in the SLNSC enrichment and training program.
- Participates in training and oversees animal care volunteers and interns as directed by the AC Director.
- Maintains daily written and digital documentation of animal observations and work performed as needed.
- Provides opportunities for animals to exhibit species-appropriate behavior through the use of exhibit furnishings and enrichment techniques.
- Engages with guests both informally and through formal presentations as needed.
- Maintains all equipment and supplies in good working order.
- Regularly obtains weights of animals.
- Operates vehicles to transport supplies, equipment, and animals within SLNSC and between other facilities.
- Participates in maintenance, operations, and education functions of SLNSC as necessary.
- Proficiency in the use and operation of power tools and hand tools to make repairs, enrichment, and/or improvements while ensuring the safety of coworkers, the general public, and animals.
- Assists with special projects and helps other SLNSC employees as needed.
- Actively contributes to positive guest experiences.
- Maintains a clean, orderly working environment.
- Participate in the capture and restraint of animals as instructed.
- Perform basic triage and rehabilitation of native wildlife.
- Opportunity and willingness to participate in training for weapons handling after probationary period.

Education and Qualifications

To perform this job successfully, an individual must have the following education and/or experience.

- High school diploma, or equivalency, is required.
- A Bachelor of Science degree in biological science or a related field is preferred.
- Current progress towards obtaining a degree is acceptable.
- Significant, documented, professional animal care experience is preferred.

Specific Requirements

- Must be at least 18 years old
- A valid driver's license is required.
- Proof of current rabies vaccination, or willingness to be vaccinated, at SLNSC expense.
- First aid/CPR certification, or willingness to obtain, at SLNSC expense.
- Formal on-the-job training is required and will be conducted by the Animal Care Director.
- Participation in SLNSC's Respiratory Protection Program and be fit tested for a respirator.
- Anything on the face (e.g., facial hair, piercings) that may interfere with the mask-to-face seal must be removed during the initial fit testing and at a minimum twice a year when it will be required to wear the mask.

Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform basic functions.

- Ability to learn and demonstrate knowledge of SLNSC policies, standards, operations, cleaning, and maintenance techniques.
- Ability to endure high-stress situations when feeding, transferring, or restraining animals.
- Ability to adapt to a rapidly changing, dynamic work environment.
- Ability to professionally and effectively communicate with others through written correspondence.
- Ability to troubleshoot, analyze situations, and make sound business decisions.
- Ability to make independent decisions and manage time effectively.
- Ability to work a highly flexible schedule; weekend, evening, holiday, and irregular hours required.
- Ability to arrive at work in all weather conditions.
- Ability to understand and follow all safety regulations.
- Ability to handle multiple tasks simultaneously.
- Ability to arrive at work on time and maintain a positive attendance record.
- Ability to professionally and appropriately interact and communicate with others, both in person and through phone, email, and written correspondence.
- Excellent communication skills to establish and maintain effective working relationships with staff, volunteers, partners, and/or the public.

Physical Demands

The physical demands described here are representative of those required to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to handle and restrain a variety of animals.
- Ability to properly lift and carry items up to 50 pounds.
- Ability to stand for long periods, sit as needed, and move intermittently throughout the workday.
- Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, deep snow, or muddy conditions.
- This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- This position may include exposure to potentially dangerous animals.
- This position may include exposure to potentially venomous animals.
- This position may include exposure to zoonotic diseases.
- This position may include exposure to noxious native plants (e.g., poison ivy).
- This position may include exposure to native biting insects and arthropods (e.g., flies, mosquitoes, spiders, ticks, bees, wasps, etc.).

To Apply

Complete the Employment Application available at <https://nhnature.org/who/careers.php> and submit, along with a cover letter and resume, to Human Resources and Finance Manager Bonnie Baker at bonnie.baker@nhnature.org.

Squam Lakes Natural Science Center is an Equal Opportunity Employer.

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