

Squam Lakes Natural Science Center

Job Description

Employment Title: Animal Care Associate (ACA) Training Coordinator

Supervisor Title: Animal Care Director

Employment Classification: Non-exempt

Employment Type: Full-time, year-round

Average Hours Worked: 40 Weekly, 80 Bi-weekly, 2,080 Annually

Hourly Rate: \$19.00 per hour; \$39,520 Annual (*based on 2,080 hours*)

Paid Time Off: Vacation time, two personal days, seven sick days, and twelve holidays

Insurance Benefits: Health, dental, vision, life, disability, flexible spending, and 403B

Fringe Benefits: 8-person membership to the science center, discounts, and professional development

Position Purpose

The Animal Care Associate (ACA) Training Coordinator is an essential member of the Squam Lakes Natural Science Center (SLNSC) animal care staff. The ACA Training Coordinator will work closely with the Animal Care Director to care for and maintain SLNSC's exhibit and program collection of native wildlife. The ACA Training Coordinator assists in performing work necessary to provide daily animal care and maintenance of Squam Lakes Natural Science Center animal enclosures and ensures appropriate animal welfare. The ACA Training Coordinator works with all SLNSC staff to achieve and maintain established facility, regulatory, safety, and operational standards. SLNSC also follows all current AZA (Association of Zoos & Aquariums) accreditation standards and associated policies. This position also contributes to positive guest experiences and performs other duties as business needs deem necessary.

Role Responsibilities

- Daily animal husbandry ambassador and exhibit animals to include cleaning, diet preparation, feeding, and watering of animals
- Perform regular maintenance of pools and aquariums
- Observe animals for detection of illness or injury and provide a report to the Animal Care Director
- Perform operation and maintenance of animal life support systems and animal facilities
- Sharing coverage of weekends and holidays with other Animal Care staff
- Periodic treatment and administration of medications under the direction of the Animal Care Director and Veterinarian
- Provide effective communication and records maintenance
- Participation in the capture and restraint of animals as directed by management
- Perform basic triage and rehabilitation of native wildlife
- Stay current on AZA policies and requirements pertaining to training
- Ensure animal welfare, training techniques, and handling guidelines per organization standards
- Develop, implement, and track species training standard operating procedures for facility animals
- Coordinate animal care and education staff in the training of program animals and creation of training plans during all stages of development and ongoing operations
- Educate, motivate, and engage staff in training and enrichment implementation
- Be able to perform as a secondary trainer for all animals, being a primary trainer when assigned
- Formal training is required for this position and will be conducted by the Animal Care Director
- Safety and security are paramount in caring for the Science Center's live animal collection
- Securing all enclosure and shift gates, doors, and locks is of utmost importance
- Failure to secure padlocked doors and gates will result in immediate termination

Education, Skills, and Qualifications

- A high school diploma or equivalent is required.
- Bachelor of Science degree in biological science, environmental science, or a related field
- Minimum of 2 years of documented experience with professional animal training of non-domesticated animals using positive reinforcement training techniques.

Specific Requirements

- Valid driver's license
- Ability to take direction and act quickly or change directions as needed
- Animal Care Staff are considered essential personnel and are expected to arrive for their shifts in all weather and may be requested to be part of the centers "ride out" team in severe weather
- Must wear appropriate clothing, outerwear, and footwear
- Proof of current rabies vaccination, or willingness to be vaccinated, at SLNSC expense
- First aid and CPR certification, or willingness to obtain, at SLNSC expense
- Participation in SLNSC's Annual Respiratory Protection Program and to be fit tested for a respirator
- Anything on the face (e.g., facial hair, piercings) that may interfere with the respirator mask-to-face seal must be removed during the fit testing and when wearing the mask is required

Physical Demands

- Ability to negotiate a confined workspace while working with one or more coworkers.
- 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 all day.
- Ability to work indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions, including wet, icy, or muddy conditions.
- This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- This position may include exposure to potentially dangerous, venomous, and zoonotic diseases.
- This position may include exposure to harmful 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.).

Application Process:

To be considered for this role, qualified candidates must submit a current resume with a cover letter of interest to Bonnie Baker, HR/Finance Manager, at bonnie.baker@nhnature.org. A completed SLNSC employment application will be required prior to interview. All applicants are required to submit a cover letter with their current resume to be considered for the position. Telephone inquiries are not permitted due to the high volume of applicants. Applicants will receive an acknowledgement email within 2 days.

Job Description disclosure:

The above job description is not all-inclusive. This role may be required to perform other reasonably related duties assigned by the supervising manager or director. Squam Lakes Natural Science Center reserves the right to update, revise, or change the position description whenever business needs deem necessary. Squam Lakes Natural Science Center is a not-for-profit 501(c)(3) organization and an Equal Opportunity Employer (EEO). New Hampshire is an employment-at-will state. This means that either party may terminate the employment relationship at any time, with or without cause or notice. All applications, resumes, and materials submitted become the property of SLNSC. Only candidates of interest will be contacted for an interview. Due to the volume of resumes and applications, please do not make phone call inquiries.

Equal Opportunity Employer (EEO) statement:

All qualified applicants receive consideration for employment regardless of age, race, religion, gender, sexual preference, gender identity, national origin, protected veteran status, disability (physical or psychological), or any other protected classification under federal and state law. Our policy requires a completed employment application, reference, and background checks to be conducted on new employees before their first day. We provide a welcoming, smoke-free, tobacco-free, firearm-free, alcohol-free, drug-free, harassment-free workplace environment. *Alcohol may be served at private functions on-site to individuals of legal drinking age with valid identification.*

Final version 10.3.2024