



Shelter Volunteer Position Description

Purpose

Shelter workers care for wildlife resident's day to day needs on shelter premises.

Supervision

New volunteers begin working under the guidance of experienced volunteers or the shelter manager, Jon Rowdon, as they go about their daily rounds. Jon provides ongoing support, and co-ordinates the tasks being undertaken by the volunteer. The capacity to eventually work with minimal supervision is encouraged.

Training

Shelter workers will undergo an induction consisting of HR and OHS training. This is usually done online. Further training for specific duties will be provided face to face at the shelter. Specialty training may be provided as required such as First Aid training.

Volunteer duties and responsibilities

Due to the nature of the work, and the number of tasks that need to be remembered and performed, we require the shelter volunteers to commit to at least one shift per week for a minimum of 6 months.

While no two shifts at the shelter will ever be the same, there are regular duties that need to be performed on a daily basis.

- Sweeping, raking and cleaning animal habitats, pens and enclosures
- Refreshing feeders and clean drinking water
- Washing and drying bowls, towels & blankets
- Preparing special requirement food
- Washing & disinfecting bottles for infant animals

Skills, qualifications or experience required (or desirable) for role

Requirements:

- Must be 16 years old or older
- Must be comfortable around wildlife
- Be able to carry out physical tasks such as lifting up to 10kgs, bending, cleaning etc.
- Have a moderate level of fitness as walking between enclosures is involved.
- Be able to get to and from the shelter independently as there is no public transport to this area.
- Not suitable for anyone with allergies to pollen or dust.

New recruits will receive training both face to face at the shelter and online.

While some animal husbandry, veterinary or medical skills would be an advantage, they are not a prerequisite.

Other information

Hepburn Wildlife Shelter is very serious about its duty towards caring for wildlife and to providing a safe and healthy working environment. Prior to applying, please read our aims and objectives to ensure this work is a good fit for you.