



CITY OF GREEN BAY
invites applications for the position of:

Seasonal Wildlife Sanctuary Rehabilitation Specialist

SALARY: \$9.85 - \$10.78 Hourly

OPENING DATE: 02/15/19

CLOSING DATE: 12/01/19 07:00 AM

GENERAL DESCRIPTION:

Responsible for providing customer service, receiving and caring for wildlife in need of rehabilitation.

EXAMPLES OF DUTIES:

- Participates in required training sessions.
- Interacts with visitors, staff and volunteers. Works with the public in person and through the Wildlife Sanctuary internet Blog and through incoming phone calls.
- Receives sick, injured and orphaned wildlife. Inputs wildlife admissions records into the computer. Transfers animals to the exam room. Assists with rehab animals in the quarantine, isolation, and nursery areas.
- Assists with care and treatment of injured, ill and orphaned wildlife including transport of animals to and from veterinarian appointments.
- Assist with cage maintenance in the Observation, Rehabilitation, and outdoor areas.
- Follows all policies, procedures and the philosophy that is set forth by the City of Green Bay Parks, Recreation and Forestry Department.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

- One year of course work at a college, university, or technical school in the field of zoology, environmental education, education, biology and/or natural resources.
- Valid driver's license and good driving record.
- A combination of equivalent experience and/or related education may be considered.

KNOWLEDGE, SKILLS & ABILITIES:

- Basic knowledge of the principles and practices of animal handling. preferred.
- Skill and ability to perform general cash handling procedures.
- Ability to communicate effectively orally and in writing. Ability to establish effective relationships with staff, volunteers, and general public.
- Basic computer proficiency and knowledge of the required software.
- Ability to work with a team as well as independently. Self-motivated and adaptable are desirable traits.
- Ability to work the required hours of the position. Nights, weekends, and holiday shifts may be required.

Ability to perform the following activities:

- Lifting and carrying up to 50 pounds.
- Frequent walking, standing, bending, twisting, squatting, crouching, and kneeling.
- Occasional sitting, climbing, pushing, and pulling.
- Ability to work in varied environmental conditions.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.greenbaywi.gov>

100 N Jefferson St., Room 500
Green Bay, WI 54301
(920) 448-3147

Humanresources@greenbaywi.gov

Position #201900452
SEASONAL WILDLIFE SANCTUARY REHABILITATION SPECIALIST
ME

Seasonal Wildlife Sanctuary Rehabilitation Specialist Supplemental Questionnaire

- * 1. For purposes of conducting a background check, please list your birth date (month/day/year) and social security number.
- * 2. For purposes of conducting a background check, please list your legal name (first, middle, last) and any former names (maiden, etc.).
- * 3. For purposes of conducting a background check, please list your driver's license number. If you do not have a driver's license, please list N/A.
- * 4. For purposes of conducting a background check, please list any previous addresses you have had in the last 5 years including addresses that have been out of state during the last 5 years.
- * 5. Describe your experience working with animals.
- * 6. Describe your experience with live animal programs.
- * 7. Are you uncomfortable handling any particular kind of animal? List those animals.
- * 8. This position will have extensive contact with the public. Describe your customer service experience.

- * 9. This position will work weekends and holidays as the Wildlife Sanctuary is open every day year round. Are you available to work weekends and holidays?
 Yes No

- * 10. Describe your experience supervising volunteers.

- * 11. Describe your past experience with grounds care or landscaping.

- * 12. How late into the summer season can you work? * Example: I can work until the end of August.*

- * 13. I certify that all information I have provided is correct. I understand that falsification of information or omissions from this application may result in disqualification or removal from a volunteer position. I understand that the information provided will be used to conduct a criminal background check.
 Yes No

- * Required Question