



**CITY OF GREEN BAY**  
invites applications for the position of:

## **Seasonal Wildlife Sanctuary Training and Enrichment 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 training and enrichment to selected captive wildlife while developing protocols and procedures that support the program.

### **EXAMPLES OF DUTIES:**

- Welcomes and interacts with visitors, staff and volunteers in person and through incoming phone calls.
- Develops training and enrichment protocols and procedures under the direction of Wildlife Sanctuary staff including completing a Training and Enrichment project that will accent and support the program.
- Assists with the "Meet the Animals" series of programs, highlighting our animal's abilities and natural history to the public.
- Works with Animal Care Staff to ensure proper care of animals including evaluation of Animal Ambassadors and all workable captive wildlife.
- Creates a blog entry for Animal Care Blog related to your experience working at the Wildlife Sanctuary.
- Assists with socializing animals for programs and interactions with visitors.
- Follows all policies, procedures and the philosophy that is set forth by the City of Green Bay Parks, Recreation and Forestry Department.

### **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 principles and practices of animal handling.
- 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.
- Ability to work with a team as well as independently. Being 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.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.greenbaywi.gov>

Position #201900453  
SEASONAL WILDLIFE SANCTUARY TRAINING AND ENRICHMENT  
SPECIALIST  
ME

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

[Humanresources@greenbaywi.gov](mailto:Humanresources@greenbaywi.gov)

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**Seasonal Wildlife Sanctuary Training and Enrichment 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. How late into the summer can you work?

- \* 12. 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