



**Audubon Society  
of Rhode Island**

Job Opportunity: Please Post

**Caretaker (Part-time)  
Audubon Society of Rhode Island**

**Summary of Position:**

The Caretaker at the Audubon Society of Rhode Island (ASRI) Environmental Education Center (EEC) in Bristol, Rhode Island is a part-time position. The Caretaker is responsible for the upkeep and maintenance of the building and grounds and animal care at the Environmental Education Center and the Claire McIntosh Wildlife Refuge. They are responsible for maintaining the 28 acre wildlife refuge and accompanying facility while paying special attention to the appearance and safety for visitors.

This position works closely with all members of the EEC staff, volunteers, and Conservation staff at ASRI headquarters. The position is supervised by the Director of the Environmental Education Center.

As a member of the ASRI staff the incumbent in this position is an ambassador for the Society, fostering a commitment to Audubon's mission, values and culture of philanthropy.

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**DUTIES:**

- Monitor and maintain upkeep of the Environmental Education Center to ensure safe and efficient functioning of facility, includes performing minor repairs as needed.
- Oversee all aspects of maintenance and upkeep of the Claire McIntosh refuge including but not limited to, grounds, trails, boardwalk, fencing, parking lot, bird feeders and border of property. This also includes removal of trash on refuge and snow removal.
- Maintain property lines and corners.
- Responsible for cleanliness and well-being of animal collection housed at the Environmental Education Center which includes reptiles, arthropods, amphibians and raptors.
- Monitor animal health by regularly inspecting animals and addressing any sickness, injuries, or any other changes in their condition.
- Responsible for maintenance of tools and equipment owned by the Society held at the Center with assistance from ASRI Conservation staff.

- Communicate regularly with Center Director regarding any issues with building, grounds and animal collection. Coordinate with the Director any purchase of necessary materials and equipment.
- Assist the Conservation staff as needed on projects at the Environmental Education Center and other Audubon wildlife refuges.
- Assist with Special events.
- Maintain a professional appearance and attitude.
- Other duties as directed by Center Director

**KNOWLEDGE/SKILLS:**

- Bachelor degree preferred in biology, wildlife management or related field.
- Possess ability to operate and maintain small power tools and mowers.
- Basic carpentry skills.
- Landscaping skills a plus.
- Excellent observational and animal husbandry skills with the ability to recognize sick or injured animals
- Good organizational skills necessary to prioritize multiple tasks.
- Knowledge and understanding of local natural wildlife.
- Demonstrated experience in MS Office and Word. Ability to use computer functions including navigating the Internet.
- Strong organizational skills and attention to detail required.
- Excellent interpersonal skills.

**WORKING CONDITIONS/PHYSICAL EFFORT:**

- Work at the Environmental Education Center 25 hours per week. Weekly schedule flexible based on project needs. Must be available weekends and occasional evenings.
- Work requires physical exertion and/or physical strain and the ability to lift 50 lbs. Work environment may involve exposure to disagreeable elements.

**TO APPLY:**

Please send cover letter and résumé electronically by January 4, 2016 to:

Anne M. DiMonti, Director  
 Audubon Society of Rhode Island Environmental Education Center  
 1401 Hope Street, Bristol, RI 02809  
[adimonti@asri.org](mailto:adimonti@asri.org)

**Audubon Society of Rhode Island is an Equal Opportunity Employer**