



Job Description

Title: Animal Care Assistant

Supervisor: Director, Marine Wildlife Rehabilitation

Status: Part-time, hourly, temporary

FLSA Exempt: No

JOB EXPECTATION:

This is a temporary (approximately 6 months) position. Assigned shift (8-10 hours) is every Sunday and Monday. Some weekend and holiday shifts may occasionally be available.

SUMMARY:

Working under the Director of Marine Wildlife Rehabilitation, Veterinarian(s), and the Animal Care staff, the Animal Care Assistant is responsible for animal care and husbandry, including maintaining the facility and life support systems as well as helping to train and supervise animal care volunteers. The Animal Care Assistant will focus specifically on animal care related computer tasks that will be needed for daily operations, including data entry.

RESPONSIBILITIES – ANIMAL CARE:

- Under the direction of the Animal Care staff, implement all aspects of animal husbandry.
- Assist with maintaining the facilities and life support system, including tank maintenance, hospital equipment maintenance, daily cleaning and upkeep of filtration systems, and general cleaning and restocking.
- Assist with animal care and facilities related computer tasks, data entry and protocol writing.
- Handle and restrain animals, including seals and sea turtles.
- Assist with medical care of patients, including administering medications and fluids; treating wounds; and helping with radiographs.
- Perform animal-related and facility-related laboratory work, including water quality testing and preparing blood samples for lab submission.
- Perform animal-related and facility-related equipment maintenance work including ICU maintenance, blood machines, x-ray machines etc.
- Ensure proper record-keeping through data entry.
- Maintain excellent communications with the Animal Care Staff via in person, phone, or other internal forms of communication.
- Assist with maintaining the supply inventory; order animal care, medical, husbandry, and facilities supplies as needed or directed.
- May train and supervise volunteers and interns. Maintains good relations and communication with volunteers and interns.

REQUIREMENTS:

- Bachelor's degree in related field and/or veterinary technician experience preferred.

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- Minimum 2 years experience with working with marine mammals and sea turtles.
- Must possess a valid driver's license.
- Must be comfortable using standard office computer software (MS Word, Excel, PowerPoint, e-mail, Slack, Google Docs, databases, and internet).
- Experience or familiarity with marine life support systems a plus.
- Must demonstrate ability to work well with others.
- Must be able to work independently.
- Must be available and willing to work assigned weekends and holidays.
- Must demonstrate excellent written and oral communication skills.
- Must be able to follow established protocols.
- Must be able to endure some physical exertion, such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as medical equipment and boxes of medical supplies. The work may require specific but common physical characteristics and abilities such as lifting up to 50 pounds, above-average agility, and dexterity.

To Apply: Send your resume, cover letter, and one letter of reference to careers@nmlc.org. Position opened until filled. Due to the high number of applications, only qualified candidates will be contacted.