

McHenry County Conservation District Job Description

Job Title: Wildlife Resource Center Seasonal
Division: Land Preservation & Natural Resources
Reports To: Wildlife Resource Center Manager
FLSA Status: Non-Exempt/Seasonal
Location: Wildlife Resource Center
Approved Date:
Modified:

Summary

This position contributes in the care of the resident raptors, reptiles, feeder colonies, as well as any rehabilitating wildlife species of conservation concern.

Essential Duties and Responsibilities include the following.

1. Assist with the Blanding's turtle captive rearing project.
2. Contribute to environmental education programs and the development of program materials.
3. Assist with cage maintenance and repair
4. Assist with bluebird trail monitoring and data collection.
5. Respond to wildlife related inquiries from the public.
6. Maintains an awareness of worker safety guidelines and standards and applies these in performing daily activities and tasks.
7. Other duties as assigned by the supervisor.

Marginal Functions

Nothing assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

In the process of working towards a Bachelor's degree or a beginning professional in biology, environmental education or a related field; or possess equivalent education and experience.

Certificates, Licenses, Registrations

1. Possess a current, valid driver's license.
2. Possess or the ability to obtain First Aid/CPR certification.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Word and Excel software programs.

Other Skills, Abilities, and Requirements

1. Skill in tactfully relating to the public.
2. Skill in managing frequent, often anxious, general public contact regarding wildlife problems.
3. Interpersonal skills needed to effectively communicate and maintain relationships with staff, volunteers, and the public.
4. Ability to work independently with minimal supervision.
5. Ability to drive a motorized vehicle to perform various job related functions.
6. A requirement of the job is working a nontraditional schedule, including scheduled workdays on weekends and holidays.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Be able to work both inside and outside in all weather conditions. Be able to lift up to 50 lbs., walk, stand, sit, and climb stairs. Requires a sighted individual (vision corrected to 20/20) with normal hearing (corrected to within normal audible range).

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee generally performs duties indoors, but is frequently outdoors exposed to outside weather conditions. The employee is frequently exposed to toxic or caustic chemicals from cleaning products and disinfectants. The employee may be exposed to diseased and/or aggressive wild animals, animal bites and to the risks involved in dispensing medications. May require (at times) considerable physical exertion in securing and capture/ release of animals. The noise level in the work environment is usually moderate.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.