

**VOLUNTEER PROGRAM:**            **DUPAGE WILDLIFE CONSERVATION CENTER**



**POSITION TITLE:**                    **Herpetology Assistant**

**COMMITMENT:**                      **Weekly (4 hrs/wk)**

**LOCATION:**                              **DuPage Wildlife Conservation Center, Glen Ellyn IL**

**APPLICATION DEADLINE:**        **None**

**MINIMUM AGE:**                      **18**

### **DISTINGUISHING FEATURES OF THE POSITION**

This position involves assisting staff in the care, feeding, and safe-keeping of reptiles and amphibians at the DuPage Wildlife Conservation Center (DWCC). Duties may vary at the discretion of the District staff. There may be situations and tasks where the volunteers are interacting with the public and responding to questions and requests for information. Direction and training is received from staff.

### **PRIMARY VOLUNTEER DUTIES TO BE PERFORMED**

- Assist staff in care, feeding and safe-keeping of reptiles and amphibians.
- Administer special diets for amphibians, reptiles, and other animals.
- Maintain indoor and outdoor animal cages and supplies, including proper care and cleaning of equipment.
- Feed animals according to species requirements and in methods determined by staff.
- Wash dishes, animal carriers, and towels.
- Maintain cages or equipment, such as monitoring environmental parameters (air, water and basking surface temp, water quality, humidity), and completing minor repairs.
- Assist with monitoring the health of animals, and completing medical records and progress notes of animals.
- Keep animal care areas, support areas, and equipment clean and well-organized.
- Assist with special projects.

### **REQUIRED KNOWLEDGE AND SKILLS**

Required knowledge is provided at mandatory trainings and orientations. Volunteers will possess an interest in reptiles and amphibians. Additional skills needed: ability to interact positively and effectively with the public and staff, work independently and as part of a team, communicate effectively, make sound decisions, ability to use of a variety of equipment and tools for cage maintenance, ability to interpret and apply written and verbal instructions, willingness to learn from staff and accept feedback.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the duties of the volunteer position.

While volunteering, the volunteer is regularly required to stand, walk, use hands to feel, finger or handle, reach with hands and arms, talk and hear. The volunteer is frequently required to climb, balance or stoop, kneel, crouch or crawl, and step over barriers as high as three feet. The volunteer is occasionally required to sit. The volunteer is occasionally required to smell. The volunteer must regularly lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **VOLUNTEER ENVIRONMENT**

The volunteer environment characteristics described here are representative of those a volunteer encounters while performing the duties of the volunteer position.

While performing the duties of this volunteer position, the volunteer is exposed to outside weather conditions. The volunteer is frequently exposed to high and precarious places and fumes or airborne particles, including allergens. The volunteer is frequently exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate. The volunteer occasionally performs duties in dim or low light.

## **PROVISIONS**

This is an unpaid volunteer position, which exists to assist staff and to provide supplemental support for the District's programs. This position is undertaken freely on the part of the volunteer with no payment or expectation of payment of salaries, wages, compensation or other types of benefits. The District may from time to time alter or terminate volunteer positions and programs. Volunteer status may be changed or discontinued by the District at any time and for any reason, including a volunteer's failure to comply with District ordinances, policies and direction governing conduct in the performance of volunteer duties in the field or on District premises.

## **PURPOSE**

**The purpose of Volunteer Services Program at the Forest Preserve District of DuPage County is to engage volunteers who are willing to donate their time, talents and resources to support the programs and staff in carrying out the mission, purpose, and guiding principles of the Forest Preserve District of DuPage County and the volunteer programs.**

### **FOREST PRESERVE DISTRICT OF DUPAGE COUNTY MISSION**

As mandated by the Illinois Downstate Forest Preserve Act, our mission is "to acquire and hold lands containing forests, prairies, wetlands, and associated plant communities or lands capable of being restored to such natural conditions for the purpose of protecting and preserving the flora, fauna and scenic beauty for the education, pleasure and recreation of its citizens."

### **PURPOSE**

To acquire, preserve, protect and restore the natural resources in DuPage County while providing opportunities for people to connect with nature.

### **GUIDING PRINCIPLES**

Stewardship, Sustainability, Community Engagement, Innovation, Empowerment, and Diversity & Inclusion. Visit [dupageforest.org](http://dupageforest.org) to learn more.

For more information contact the Volunteer Services Department at (630) 933-7233 M-F 8 a.m.-4:30 p.m.