



Role description

Volunteer keeper

Title:	Volunteer keeper
Location:	Gondwana Park Zoo, Glenn Innes
Hours:	Casual, required to work a 14-day roster
Department:	Living collections
Reporting to:	Volunteer coordinator, Senior keeper, Keeper

Summary of role

The Volunteer keeper assists in the day-to-day care of Gondwana Park Zoo's living collection. Duties include health, safety and hygiene of animals; food preparation; hygiene and safety of exhibits; horticulture, and animal husbandry and maintenance of records. The Volunteer keeper, under the direction of keeping staff, will undertake a broad range of tasks that contribute to the safe and effective running of the living collection exhibits and the zoo as a whole.

Skills, experience, job requirements

Administration

- Maintain daily records relating to animals and exhibits
- Undertake general administrative tasks as required, including ordering of stock (including food, feeding apparatus, bedding etc.) and stock management
- Research and compile information relating to species and habitats
- Develop detailed knowledge of animal care and species requirements
- Fulfil Gondwana Park Zoo's policies relating to animal interactions, health and hygiene, escaped animals and breeding/conservation

Animal health and wellbeing

- Record information on animal health, behaviours, condition and changes daily
- Report changes or concerns to keeper or senior keeper and, in the case of treatment, maintain follow up records
- Assist with conditioning training with animals to improve animal behaviour
- Assist with the collecting of biological samples and provide for analysis
- Assist with treatment of ill or injured animals

Education, media and public relations

- Provide information regarding animals, activities, zoo facilities and exhibits to the zoo visitors as required

- Assist with preparation and presentation 'keeper talks', handling animals and answering questions as required
- Assist with media and public relations queries / requests
- Record and report public feedback to team leader or relevant zoo staff

Exhibits

- Maintain exhibits to best possible standard to ensure neat, hygienic, attractive and practical presentation
- Communicate with horticulture and grounds keeping staff regarding plant watering, pruning, weeding and fumigation
- Communicate with relevant departments or contractors to maintain exhibit fittings such as lights, glass, fences and floor surfaces
- Make minor repairs as necessary
- Maintain safety and security of exhibits

Husbandry

- Source, prepare and present food in keeping with the nutritional requirements of individual animals under care
- Maintain feeding procedures and schedules as required
- Assist in managing changes to feeding procedures and schedules as required
- Clean food and water apparatus, exhibits, holding areas, night yards and food preparation and storage areas to required standard
- Ensure all of the above areas are kept free from hazardous material, WHS risks and are safe/secure
- Provide animals with bedding, nesting and any other materials required for the comfort and safety of individual species, including animals who are gestating, giving birth or rearing offspring
- Assist the keeper and senior keeper to facilitate breeding programs
- Assist and monitor female animals during gestation and in the lead up to labour and birth of offspring
- Assist with care and provide for the needs of young animals
- Observe and report on animal behaviour, changes and requirements
- Maintain accurate records relating to animal behaviour, changes and requirements
- Assist with animal capture and handling as required
- Assist with animal transfers as required
- Maintain and care for live food colonies as required

Workplace health and safety

- Maintain standards and procedures set out in Gondwana Park Zoo Workplace Health and Safety Policy
- Maintain established safety procedures for exhibits, holding areas, night yards and food preparation and storage areas
- Regard and observe health and safety of self, animals under care, co-workers and general public

- Identify and report risks, incidents and improvements in a timely manner via the required procedures

Other skills

- Passion for animal health and wellbeing, conservation and environmental issues
- Good communication skills
- Good presentation skills
- Good organisation and administrative skills
- Team focused
- Qualifications
- Must be studying or has completed Certificate III in Captive Animals

Experience

- Not necessary, although experience in handling animals is desirable

Please note: this position description is provided as a guide for VOLUNTEER PLACEMENTS only. It is not a paid position and has no guarantee of leading to future employment.