

City of Marshfield Parks & Recreation Department



Zoo Intern Job Description

TITLE OF IMMEDIATE SUPERVISOR: Zookeeper

JOB SUMMARY:

This position assists the staff at the Wildwood Zoo in the care of the animals and the zoo facilities and will entail the promotion of the Wildwood Zoo. It requires a competent, independent, and motivated individual to assist in daily animal care, including but not limited to exhibit/facility/grounds maintenance, feeding, cleaning, inspecting/observing collection, and recordkeeping. Acquires and maintains appropriate knowledge about collection, zoo policies, and procedures, and facilities.

The position assists with public relations and promotion by assisting with wildlife education programs, exhibits, and tours. This will include assisting with on-site educational programs – including the presentation and evaluation of ongoing programs, working with educational program presenters, working effectively toward the enhancement of the outreach program, providing leadership and guidance to volunteers, and coordination of zoo tours.

This position will require an individual to work in all weather conditions. Work detail includes but not limited to: standing, walking, sitting, reaching, lifting, bending and feeling frequently. It requires lifting, pushing and pulling up to 50 pounds sometimes. You will be required to operate a pickup truck, ATV (gator), push lawn mowers, string trimmers and other equipment as needed.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assists with husbandry skills in accordance with USDA standards and AZA guidelines.
2. Performs general and preventative maintenance to animal exhibit areas and animal service areas to assure that they are clean, secure, and in compliance with state and federal regulations.
3. Assists with ordering and maintaining inventory of animal feed and care supplies.
4. Assists with maintaining all animal records including inventory, required regulatory records, acquisition, and disposition.
5. Performs general and preventative maintenance work on zoo grounds, sidewalks, restrooms, and other public areas including landscaping.
6. Monitor and observe animals for signs of breeding behavior, illness, or other disorders.
7. Monitor and assist zookeeper during veterinarian services.
8. Communicates effectively with zoo guests by answering questions and enforcing zoo rules relating to public safety and feeding limitations.

9. Assists in the development and presentation of educational exhibits and programs pertaining to the zoo and assists with the promotion of the zoo by conducting tours and participating in other public relations activities.
10. Assists in the development, implementation, evaluation and documentation of environmental enrichment and training programs for the animal collection.
11. Must have the ability to operate a variety of machinery, equipment, and hand tools; including office equipment.
12. Perform other related work as assigned.

QUALIFICATIONS:

Pursuit of a degree in captive wildlife, animal husbandry, wildlife, or related field; or any combination of education, training, and experience which provides the necessary interest, desire, knowledge, skills, and abilities to perform in the Zoo Intern position.

Must hold a valid Wisconsin driver's license throughout employment

Attire: Safety toe boots and/or shoes required, shorts are permitted; however, must have pants immediately available should job duty require.

Compensation and work schedule:

Normal work hours are Monday through Friday 7:00 a.m. to 3:00 p.m. Occasional evening and weekend hours may be required

The position is considered a Seasonal/Casual position. The wage is a minimum of \$8.00 per hour and is subject to negotiation depending upon qualifications and experience.