



Job Description

Date: July 2018

Job Title: Animal Care - Foster Farm & Volunteer Focus

Reports To: Operations Director

Overall Purpose

- *To provide care and rehabilitation for donkeys, mules, hinnies and other animals admitted to The Donkey Sanctuary of Canada (DSC) for care in accordance with the DSC's mission.*
- *To oversee activities related to animal welfare including barn volunteers, events, animal care consultants and other farm operations vendors.*

Main Duties and Responsibilities

30% Foster Farm

- Manages the Foster Farm newsletter
- Coordinates the Foster Farm's annual inspections
- Communicates with Foster Farms
- Acts as first point of contact regarding all fostering opportunities and requests
- Works with other staff to find appropriate animals from the DSC herd for foster placement
- Develops Foster Farm strategy and plan in conjunction with Animal Care team
- Processes applications for Foster Farm program
- Chairs Foster Farm Committee meeting

30% Animal Care

- Daily monitoring of animals including diet, health, physical condition and behaviour of all animals under the care of the DSC (donkeys, mules, goats, cats)
- Assist with developing appropriate nutritional programs for all animals, feed animals as per established feeding schedule and ensure clean drinking water is available to animals at all times
- Assist with veterinary, farrier, and other professional consultant visits (such as chiropractic and massage)
- Assist medical care and administer medications as directed by veterinarian
- Assist with appropriate herd health requirements (i.e. deworming, vaccinations, teeth floating, delousing)
- Complete routine cleaning, sweeping, mucking out of barns, shelters and paddock environments
- Operate medium sized farm equipment for barn clean outs and feeding
- Assist with loading and transportation of donkeys
- Perform annually Foster Farm inspections for assigned farms
- Work extra hours to provide additional animal care as needs

25% Volunteer Organization

- Assist and/or supervise barn volunteers with:
 - Animal Care
 - Barn Operations
 - Open Days and visitors
 - Signature Events
- Engage barn volunteers to encourage their involvement and deepen their connection with the DSC
- Perform and coordinate new volunteer training as needed
- Coordinate volunteer placement/station during open days and special events
- Scheduling new volunteer training sessions

5% Administration

- Participate in up to 2 Committees, attend committee meetings as required. Attend bi-weekly all-staff and barn staff meetings, and special meetings as required.
- Maintain daily logs and data entry on animal care data base (Advantage)
- Assist with animal care advice to general queries that come into the DSC office
- Provide input regarding barn operations, open days, group visits, worker health and safety, and other activities that affect the care of DSC animals

10% Fund Development, Public Relations and Education

- Support Fund Development, Public Relations, and Education and Foster Farm activities
- Engage visitors, donors, and other constituents to build and maintain good relationships
- Assist Humane Educators as needed for educational classes and group tours
- Work on Open Days to answer questions from the public and supervise the barnyard area
- Assist with the planning of events as relates to animal interactions and barnyard activities
- Give barn and animal updates and educational talks to the public

Responsibilities of all Donkey Sanctuary Employees

- Work within the DSC's guidelines with regard to conduct, recognizing its policies with regard to equality, and showing respect and cooperation towards fellow colleagues
- Under Health & Safety legislation, all staff must work in the safest possible way in order to ensure their health and safety and that of all others who may be affected by their actions
- Demonstrate a commitment to continuing personal development
- Cooperate with management and colleagues to promote good communications through sharing appropriate information and building positive working relationships

Communication Links

Internal:

- Operations Director – daily exchange of information
- Animal Caregiver(s)/Part-time Barn Staff – daily exchange of information
- Other DSC employees – daily exchange of information
- Volunteers – daily exchange of information and supervision while they are on the farm
- Other departments – veterinarians, farrier, foster farm, special events (eg Open Days, PR)

External:

- Visitors – making them welcome and ensuring their safety while on the farm
- Media – upon request, approval, and direction from the Executive Director to answer questions
- General public – when representing the DSC off-site

Hours

40 hours per week basic plus extra hours as required when animals are sick, for Open Days and fund development and/or public relations activities.

Location

Primary job duties will be performed at the DSC main farm. There may be occasions when the job holder may be requested to work at another location considered reasonable by the DSC.

Working Conditions/Environment

The job holder must be comfortable working outdoors in a variety of conditions to fulfill job requirements.

Equipment

The job holder must be able to operate, or be trainable to operate, the following equipment:

- Tractor
- Skid Steer

***Note:** To reflect any changes within the DSC during the next few years, the scope of this role will be regularly reviewed and may evolve to meet future needs. Any changes will be agreed upon in advance with the job holder and confirmed in writing.*

Education

Essential:

- Courses/certificates in animal care, equine biology/physiology, equine management (can be enrolled or working towards)

Desirable:

- University Degree (can be enrolled or working towards)
- Courses/certificates in equine facilities management or animal husbandry

Type of Experience

Essential:

- Experience with equine and equine facilities work

Desirable:

- Experience with handling/caring for donkeys, mules and/or hinnies
- Experience with animal welfare organizations
- Experience with volunteer management

Knowledge and Skills

Essential:

- Knowledge about equine physiology and behaviour, including the unique characteristics of donkeys and mules
- Knowledge about equine management practices, including nutrition, veterinary and farrier requirements, herd management and pasture management
- Full current valid driving license
- Ability to operate medium sized farm equipment (experience and/or trainability)
- Physical fitness and the ability to lift, for example, a bag of feed (approx. 20 kg) on a frequent to continuous basis – physical stamina to complete tasks
- Ability to work with large animals and comfortable with handling, haltering, leading, grooming and administering medications
- Interest in animal welfare issues
- Strong time management and organizational skills
- Ability to solve problems independently and creatively in new situations
- Strong attention to detail
- Computer literate (Microsoft Office)
- Willing to work outside in adverse weather conditions
- Willing to undertake work-related training as required

Desirable:

- First Aid/CPR Certification
- Public speaking
- Humane, outdoor and/or equine education (teaching, training, etc.)
- Familiarity with societal issues regarding abuse against animals
- Understanding of OSHA, AODA and WSIB legislation

Interested applicants should apply directly to Lesley Bayne, Executive Director at lesley@thedonkeysanctuary.ca with a covering letter and resume. Applicants will be reviewed as submitted until a suitable candidate has been chosen. Please note: Only those applicants chosen for an interview will be contacted.