



Position description and person specification

Position Title	Volunteer
Organisation	Save Our Wildlife Foundation Inc
Location	On site and at home
Reports	Team Leader
Position overview	The Volunteer will work with their assigned Team Leader, appointed by the SOWFI Committee, to rescue, care and rehabilitate the nominated species of interest. Other (IT, admin, food collection etc) duties as outlined in registration of interest and as agreed upon with Team Leader
Key requirements	<ul style="list-style-type: none"> • Be a paid member of SOWFI • Complete induction to SOWFI and basic training in nominated species • Wear a HI-VIS Vest with SOWFI logo when engaging in rescues (uniform optional but desired) • Must present a professional appearance and friendly manner • Be courteous, informed and personable when dealing with the public • Follow instructions of Committee, Team Leader/s, Vets and other responsible persons • Basic Computer skills and access to Social Media • Be prepared to engage in additional training • Adhere to hygienic practices when handling and caring for wildlife to reduce the transfer of zoonotic diseases and to ensure the welfare of the animal/s is not compromised
OHSW	<ul style="list-style-type: none"> • Following reasonable instructions and training and complying with organisational policy and safety systems • Identifying and reporting workplace hazards and incidents to Team Leader and/or Committee
Special conditions	<ul style="list-style-type: none"> • Driver's Licence • General National Police Check • Six month probation
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Excellent communication skills • Organisational and time management skills • Ability to work independently and within team environments • Sound interpersonal skills and ability to build effective relationships in a team • Ability to work under pressure • Evidence based understanding of species care and rehabilitation needs
Personal attributes	<ul style="list-style-type: none"> • Maintain the highest level of confidentiality at all times • Integrity and commitment to ethical behaviour • Be self-directed, willing to take initiative and detail-oriented • A love of Australian native wildlife and a genuine interest in the associated conservation, education and research

Signatories

Volunteer Name:	Date:	Signature:
Team Leader:	Date:	Signature:
Membership Officer:	Date:	Signature:
Probation completed:	Date:	Signature: