**Fellow Mortals Wildlife Hospital**

**Volunteer Position Descriptions**

**Reception (resume’ requested; training required)**

Position: Volunteers work closely with the professional staff to admit new patients to the hospital. Volunteer Receptionists represent Fellow Mortals’ organization to members of the public.

Duties: Return phone calls, set appointments, greet the public, complete computer forms, solicit and accept donations, record donations, address post cards and envelopes.

Requirements: Volunteers must be personable, well spoken, and have the ability to interact in a positive and compassionate manner. Volunteers must be able to comprehend and retain detailed natural history information and directions provided by staff so that it can be accurately relayed to the public. The ability to write neatly and clearly and spell words and terms correctly is a must. Position requires ability to use ipad, smart phone, computer and printer.

Time commitment: Minimum of 8 hours/week with 4-hour minimum shift/day from May through September

**Supply Transport**

Position: Volunteers use a personal vehicle to pick up donated or purchased supplies, including feed, groceries, newspapers, fish or other items.

Duties: Driving, loading and unloading supplies, and interacting with the public as a representative of Fellow Mortals.

Requirements: Volunteers must be willing to use their own vehicle for transport and must be able to lift the items being transported into and out of their vehicle. If a large, heavy or bulky load is involved, volunteers will be allowed to drive up to the hospital building for the purpose of unloading the vehicle. Driver’s license and insurance required.

Time commitment: “As-needed” with average 24-72 hours notice.

**Animal Transport**

Position: Volunteers use a personal vehicle to pick up animals which are already contained in kennels or carriers for transport to or from the hospital. Volunteers will not be handling wildlife.

Duties: Driving, loading and unloading kennels or carriers, and interacting with the public as a representative of Fellow Mortals.

Requirements: Volunteers must be willing to use their own vehicle for transport and must be able to lift kennels or carriers being used for transport into and out of their vehicle. If a large, heavy or bulky kennel or carrier is involved, volunteers will be allowed to drive up to the hospital building for the purpose of unloading the animal.

Pets are not allowed to accompany volunteers transporting animals. Radio silence is required when animals are in the vehicle.

Time commitment: “On-call” with little to no advance notice. You will be contacted for pick-ups only on the days and during the times you indicate on your volunteer application.

**Climb Trees and Hang Nest Boxes**

Position: Volunteers climb ladders and carry heavy wooden boxes containing live animals up the ladder to be affixed to the side of a tree.

Duties: Driving, loading and unloading squirrel nest boxes, carrying squirrel nest boxes up a ladder, all without causing harm to the animals during the process. Interacting with the public as a representative of Fellow Mortals.

Requirements: Volunteers must be able to lift nest boxes into and out of the vehicle and be able to lift and carry the boxes while climbing a ladder. Boxes weigh approximately 25 pounds each and are mounted a minimum of 10 feet off of the ground. Use of a power screw driver and hand stapler is required. Fellow Mortals has a vehicle which is used for the transport of squirrels for release. Driver’s license and insurance required.

Time commitment: One-half day for 12 boxes with one week’s notice during the months of May through October.

**Sewing Projects**

Position: Sewing materials to make bedding for wild birds and mammals.

Duties: Volunteers are given dimensions of items needed at the hospital, along with a sample of the finished project. Sewing projects vary. Fabrics used vary. Materials provided.

Requirements: Sewing machine, ability to produce consistent product within the dimensions and parameters given. Volunteers have option of working with heavier or lighter materials depending on their equipment.

Time commitment: Varies depending on the project. Year-round.

**Facility Maintenance (resume’ required)**

Position: Work in and around the hospital or at the nature center.

Duties: Plumbing, Electrical, Construction

Requirements: Proven ability to provide a service as evidenced by resume.’ Materials provided.

Time commitment: Varies depending on the project. Year-round.

**Yard Work**

Position: Work in and around the hospital or at the nature center.

Duties: Raking, weeding, bagging leaves, picking up trash and debris along the roadside.

Requirements: Volunteers must provide their own protection from insect bites and sunburn.

Time commitment: Varies depending on the project. May through October.

**Solicit and pick up auction items**

Position: Volunteers work with auction coordinator to call businesses and pick up and deliver donated items to the hospital. Volunteers represent Fellow Mortals’ organization to members of the public.

Duties: Make and return phone calls, set appointments, interact with business owners and employees, complete donation forms, solicit and accept donations, transport items to designated location.

Requirements: Volunteers must be personable, well spoken, and have the ability to interact in a positive and compassionate manner. The ability to write neatly and clearly and spell correctly is a must. Volunteers must be able to commit to completion of assigned business solicitations and pick-ups within the stated period of time.

Time commitment: Approximately 20 hours over 2 weeks in the month of October.

**Assist with fundraising/outreach**

Position: Community outreach. Volunteers represent Fellow Mortals to the public.

Duties: Posting flyers for events, setting up and running information tables at events such as fairs and sidewalk sales. Assist fundraising events, including gift shop.

Requirements: Volunteers must be personable, well spoken, and have the ability to interact in a positive and compassionate manner. The ability to write neatly and clearly and spell correctly is a must.

Time commitment: Summer and during events, May through December.

**Assist with mailings**

Position: Volunteers work with other volunteers to prepare mailings, including newsletters.

Duties: Stuffing, sealing and labeling envelopes.

Requirements: Ability to fold paper neatly and to follow directions for assembling mailings containing flyers, envelopes, etc. Must be able to affix stickers and labels correctly and neatly to envelopes.

Time commitment: One full day per 500 pieces. One-week advance notice.