



Job Description

Animal Care Coordinator

Date Revised: August 2022
Reports to: School Director
Classification: Part Time (non-exempt)
Location: 7525 E. Santiago Canyon Road, Silverado, CA 92676
Position Hours: 5-10 hours/week
Number of Positions: 1
Salary Range: \$16 - \$18/hour

About Silverado Children's Center:

Silverado Children's Center (SCC) is located in the canyons of the Santa Ana Mountains in eastern Orange County, California. A program of the Silverado Modjeska Recreation and Parks District (SMRPD), SCC offers an emergent curriculum that incorporates an appreciation of nature's handiwork, care for living creatures, and a solid respect for the environment.

SCC provides a year-round, nature-based experience for children ages 2 to 6. Our location is conveniently located to most areas in Orange County along one of the most scenic roads in our area and provides a true environmentally authentic environment for our children.

Learn more at www.silveradochildrenscenter.com

About the Animal Care Coordinator Position:

SCC is looking for a qualified Animal Care Coordinator to join our energetic, creative and caring staff. Applicants MUST have a love for animals, the outdoors, and be a team player. SCC's school's animal family currently includes a miniature horse, 1 sheep, 1 goat and 2 rabbits.

This position has the primary responsibility of acting as the Lead for the school's Animal Care Team, ensuring that there is 2x/day coverage for cleaning the animal stall and feeding the animals. The Animal Care Coordinator is responsible for making sure this coverage is handled either personally or through the use of volunteers and additional paid staff.

In addition, the position will be responsible for working in partnership with SCC's teaching staff to incorporate the animals into the student's curriculum. This will be done by providing suggested age-appropriate lesson plans, demonstrations, and leading animal engagement opportunities with the students.

The ideal candidate is friendly, supportive and professional.

Responsibilities

Animal Care:

- Manage daily animal care for farm animals to ensure 2x/daily coverage. Ensure coverage calendar is posted in the SCC office and up to date.
- Maintain volunteer/staffing roster for the Animal Care Team, and consistent communication with team members.

- Train new volunteers who wish to be members of the Animal Care Team.
- Maintenance of the animal enclosures – including coordinating repairs as needed and proposing enhancements.
- Maintain inventory of animal feed and supplies – ensuring all food and supplies are stocked, kept tidy, secure and organized.
- Alert SCC Director well in advance when supplies are needed (hay, feed, wood shavings, etc.)
- Regular animal grooming (brushing, basic care) and exercise as needed.
- Coordinate/request specialty care and vet appointments as needed (grooming, sheep shearing, foot care, etc.). Communicate with the vet as needed for any concerns and care plans for the animals.
- Ensure animal enclosures are consistently cleaned and safety checks regularly performed to reduce chance of injury for the animals or caretakers.
- In coordination with SCC Director, manage the school’s “animal care emergency plan” – ensuring care for the animals in the event of a natural disaster or other emergency.

Curriculum Integration:

- Proactively suggest, manage and schedule animal engagement opportunities for Lead Teachers to integrate into their activity plans.

Skills

- Experience and confidence with farm animal care
- Cool-tempered, friendly and reliable
- Ability to work in an outdoor environment that includes heat/cold, insects, reptiles and local wildlife

Requirements:

- Certification in CPR and First-Aid
- Valid fingerprint clearance that has been submitted through Community Care Licensing
- Proof of immunization upon hiring
- Ability to lift 50+ lbs