

TURTLE KEEPER AND ASSISTANT REGISTRAR POSITION at Ojai Turtle Conservancy

The person in this position will work alongside the Turtle Conservancy's husbandry staff to provide day-to-day care for the turtles at our facility in Ojai, CA., will work under the lead registrar to carry out the record keeping of the turtle collection, will conduct tours to occasional visitors, and potentially perform other duties as assigned.

About the Turtle Conservancy

The Turtle Conservancy is a not-for-profit organization dedicated to protecting the most endangered turtles and tortoises and their habitats worldwide. Established in 2005, the TC's Conservation Center, located in Ojai CA, is an Association of Zoos and Aquariums (AZA) certified institution housing over 500 chelonians representing more than 30 taxa.

PRIMARY RESPONSIBILITIES:

Chelonian Husbandry Assistant

- Provide high standards of care to a diverse group of critically endangered chelonians
- Assist in feeding, watering, raising, and moving animals according to protocols or as directed.
- Perform cleaning and sanitation of animal exhibits, enclosures, food preparation areas, and utensils according to protocols as scheduled and as directed.
- Record daily activities in area logbooks, diet notebooks, daily reports, animal records, veterinary records, etc.
- Perform routine maintenance of buildings, exhibits, grounds, and equipment.
- Assist with cleaning and maintaining buildings and grounds according to protocols as scheduled or as directed by supervisors.
- Assist in ensuring all work areas are safe, clean, and well-maintained every day.
- Assist in construction, modification, and maintenance of displays, exhibits, and enclosures according to established protocols or as directed by supervisors.
- Report concerns about animal areas regarding security and safety of animals, staff, and visitors.
- Conduct occasional scheduled tours to visitors to the TC.

Assistant Registrar

- Maintain documents related to animal accessions, transitions, and transactions (e.g. loan agreements, contracts, permits, etc.)
- Update animal records and photos as needed for identification purposes
- Provide institution data for studbook reports, questionnaires, surveys and Species Survival Plan (SSP) updates, or direct to appropriate staff members

- Develop and implement internal and external quality control measures to ensure the quality of institutional records data; serve as liaison to Species360 (ZIMS)
- Compose and process animal loan agreements with administrative, curatorial and legal staff, and monitor the status of loaned animals
- Assist in the Center's participation in Species Survival Plans by maintaining correspondence, generating computer analysis using population genetics software, and by attending master planning sessions; monitor SSP, and various national as well as international programs to assist in the long-term management and development of captive management programs, and the preservation of endangered species
- Provide data analysis and reports for various departments regarding the animal collection

Physical Requirements

- The physical demands described here are representative of those that must be met by the individual to successfully perform the essential functions of this job.
- Ability to sit, stand and walk for long periods of time
- Ability to lift and carry up to 50lbs
- Ability to pull and push up to 100lbs
- Full functional range of motion in all major body joints from reaching, twisting, bending, simple and power gripping, fine and gross motor skills

Skills and Knowledge

Animal behavior / Wildlife biology and zoology / Care, feeding and handling of animals / Safety practices around wild animals / Techniques for restraining or capturing wild wildlife / Public Speaking / Deal tactfully and courteously with others / Adhere to the organization's policies, procedures and regulations

Education and Certifications

Bachelor's Degree in Zoology, Animal Science, Animal Management, or other related fields preferred.

Preferred Qualifications (Not Required)

Where qualifications are not met, training can be provided for the right candidate.

- 1-2 years of work experience in a Zoo or similar environment where appropriate knowledge and skills in wildlife care could be acquired.
- Ability to communicate in Spanish
- Experience working in an AZA facility

- Strong organizational skills and knowledge of the concepts, principles, and practices of animal records management
- Experience handling chelonians and taking biometric data
- Skills enabling consistent techniques of data input in a careful, complete, concise and accurate manner
- Ability to recognize and resolve animal information anomalies, mistakes and omissions
- Good knowledge of computer hardware, software and peripherals
- Ability to learn and apply knowledge of animal records software (ARKS, ISIS and ZIMS).
- Ability to apply knowledge of animal science, exotic animal species, conservation issues, and safety precautions
- Application of some zoological nomenclature and medical terminology
- Ability to apply knowledge of the laws regulating animal acquisition, disposition, exhibition, husbandry standards, and transportation within the U.S. and abroad is desirable
- Ability to collect and collate information from a variety of sources into concise and accurate reports
- Clear concise oral and written communication skills
- Establish and maintain effective working relationships with coworkers, particularly with the Animal Curator and the Veterinarian and other zoological institution registrars or liaisons

Important Details

Location: Ojai, CA

Position Type: Full Time

Hourly rate \$15-\$20 based on experience

This is a nearly full time position, about 4 days per week

How to Apply

Please send cover letter and CV to jobs@turtleconservancy.org