



Wildlife Aid Role Description for Animal Coordinators

Purpose

- To maintain animal records for reporting requirements, ensures appropriate distribution of animals given member's skills and competencies and provides short and long term management plans for the animals that come into care.

Reports to

- The Wildlife Aid Inc Committee of Management.

Reported to by

- All members of Wildlife Aid Inc that are active in rehabilitation and animal rescue.

Competencies and Skills

- Basic computer skills, the ability to maintain computerised records and to communicate with members of the association via email.
- A working knowledge of current federal and state wildlife rehabilitation legislation.
- A working knowledge of the record keeping and training requirements contained in the current Wildlife Aid NSW National Parks and Wildlife Service license.
- A working knowledge of the current housing, care and rehabilitation requirements for the relevant species.
- A working knowledge of the current injury and disease management options for the relevant species.

Accountabilities and Expectations

- Comply with current Wildlife Aid Inc constitution, rules, policies and procedures.
- Comply with current NPSW license and policy conditions.
- Maintain accurate and up to date records of all animals that come through the group.
- Plan in advance an intended release strategy and site for the animal.
- Ensure that animals are distributed equitably according to member's interests, training, experience and facilities.
- Regularly mentor and members on the most appropriate management plans for the animals in their care.
- Forward animal records to the committee weekly.
- Present a report at the general meetings outlining animals currently in care, year-to-date statistics, current trends and updates on injury and disease management.
- Submit the required records to committee for the annual return in a timely manner.
- Liaise with with the Training Coordinator to develop training plans and materials for individuals and the group as a whole.

Equipment Required

- A PC with internet access to maintain computerised records and communicate with members and committee via email.

References

A link to these documents can be found on the Legislation page on the Wildlife Aid website.

- [NSW National Parks and Wildlife Act 1974](#)
- [NSW National Parks and Wildlife Regulation 2002](#)
- [NSW National Parks and Wildlife Service Rehabilitation of Fauna Policy 2010](#)
- [NSW National Parks and Wildlife Service Raptor Rehabilitation Guidelines 2004](#)
- The current Wildlife Aid NSW National Parks and Wildlife Service license.
- Wildlife Aid Inc constitution.
- Wildlife Aid Inc rules, policies and procedures



Revision History

Final draft accepted at the general meeting on 17-02-2008.