

Black Pine Animal Sanctuary
STAFF TRAINING PROGRAM

Level	Assignment / Task	Hours per training session	Number of training sessions	# days in which training must be completed	After-training Commitment Required
ALL	Volunteer Orientation	2	1	7	N/A
ALL	911 Emergency Preparedness	1	1	28	N/A
ALL	Dangerous Escape Protocol	1	1	28	N/A
1	Housekeeping / Projects	N/A	N/A	N/A	4 hrs/28 days
1	Tour Guide	3	3	28	3 hrs/28 days
1	Admissions / Wolf Den Gifts	4	2	14	8 hrs/28 days
1	Reptile Care	3	3	21	3 hrs/28 days
1	Grazing Animal Care	3	3	21	3 hrs/28 days
1	Parrot Care	3	3	21	3 hrs/28 days
1	End of day walk-thru level 1-2	1	2	21	1 hr/28 days
2	Small Mammal Care	3	3	21	3 hrs/14 days
2	Dietary / Commissary	3	3	14	2 hrs/14 days
2	Assist w/Level 4-5 Mammals	4	2	14	4 hrs/14 days
3	Large mammal care - Level 3	4	6	28	4 hrs/14 days
3	End of Day walk-thru - Level 3 ⁺	1	3	28	1 hr/14 days
3	Enrichment Activities ⁺	1	3	28	4 hrs/14 days
3	Skidloader Operator ⁺	1	2	14	1 hr/28 days
4	Large mammal care - Level 4	4	3	14	4 hrs/14 days
5	Large mammal care - Level 5	4	3	14	4 hrs/14 days
	End of Day walk-thru - Level 5	1	1	7	1 hr/14 days

*Requires completion of training program for at least one other Assignment / Task from Types 1 and/or 2.

*Requires 500+ hours of volunteer service at Black Pine, or equivalent experience in comparable environment.

EXAMPLE OF A "TRAINING PLAN"

Suzie has indicated she is interested in learning grazing animal care, parrots, small mammals, and diet prep.

Review the training required for each of those tasks, and based on that requirement, Suzie needs to choose one she can commit to completing given her availability. Keep in mind, Suzie will also need to complete the required items at the top of the list with her first 28 days of service. One during the first shift, the others within 28 days.

Once Suzie sets a goal to complete training for one task, she and our staff will sit down and make a schedule on the calendar for her training sessions. If Suzie can give more time than this requires, she can choose a second task to be scheduled. In some cases, working a full day may allow for Suzie to work on learning two tasks simultaneously.

For example, Suzie's first 28 days might look like this:

Week1: Tuesday, 8-4: Orientation, field animal training round 1, diet prep round 1.

Week2: Tuesday, 8-4: field animal training round 2, diet prep round 2, 911 emergency preparedness.

Week3: Friday, 8-4: field animal training round 3. Assessment given for sign-off on field. Diet prep round 3.

Week4: Tuesday 8-12: Dangerous animal escape protocol. Signed off on field / diets

Going forward, if Suzie can't come weekly, so long as she can commit 3 hours every two weeks she can come in and make diets. Or, if she can commit at least 3 hours once every 3 weeks, she can care for grazing animals. If she comes in one full day a month, she can do both on that day. More volunteer time = more opportunities.