

<b>Job Title:</b>	<b>Snake and Reptile Coordinator</b>	<b>LAOKO</b>	
<b>Group:</b>	Animal Coordinators	<b>Snowy Mountains Wildlife Rescue</b>	
<b>Location:</b>	Cooma Monaro Area	<b>Travel Required:</b>	Yes
<b>Level:</b>	Senior Carer	<b>Position Type:</b>	Volunteer part time
<b>Date appointed:</b>	Jan 2021		



### Job Description

#### AUTHORITY

The Snake/ Reptile Coordinator has discretionary spending authority for LAOKO up to and including \$100.

The Snake/ Reptile Coordinator has the authority to decide the best options for the snake or reptile under LAOKO care, eg. continue rehabilitation or not, Care Plan, allocation of snakes/ reptiles to volunteer handlers, removal of snakes/ reptiles from handler, location for release and release plans.

#### ROLE AND RESPONSIBILITIES

The Snake/ Reptile Coordinators role involves the management of all LAOKO's snake and reptile rescues, rehabilitation and release. Provide guidance and advice on the treatment (in liaison with vets/ vet nurses) and care of all snakes/ reptiles in LAOKO's designated area. They communicate widely with all in LAOKO, particularly when decisions are being made about the welfare of snakes and reptiles in care.

The Snake/ Reptile Coordinator is responsible for:

- Maintaining all necessary snake / reptile handler records for LAOKO, including.
- Facilitating and/or training snake/ reptile handlers as required by licenses/ legislation.
- Present snake/ reptile reports to Committee Meetings and General Meetings – including, where applicable, data/ numbers of snakes/reptiles for NPWS.
- Submit records to NPWS as required under legislation/ license.
- Be available to provide advice/ assistance to LAOKO phonies for snake/reptile maters.
- Ensure all LAOKO snake/ reptile volunteers are licensed and trained to perform their duties as handlers.
- Ensure all LAOKO snake/ reptile volunteers have and use the appropriate PPE when on duty.
- Together with the HSEQ Team, audit snake/ reptile volunteers as required.
- Follow all procedures as stipulated in LAOKO's HSEQ Policies, Procedure, or equivalent legal documents. Recommend changes to the LAOKO HSEQ Procedure as needed.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

This role requires a person with a license to handle snakes and reptiles. The role requires the person to have skills and experience in snake and reptile rescue, handling and rehabilitation.

#### PREFERRED SKILLS

The Snake / Reptile Coordinator should have at least 5 years experience with snakes/ reptiles in Australia. Experience using LAOKO's current record keeping software.

#### ADDITIONAL NOTES

**RELEVANT DOCUMENTS**

LAOKO Constitution and By-Laws  
NPWS Codes of Practice, as applicable??  
LAOKO HSEQ Policies and Procedures

Prepared By:	Guy Palframan (HSEQ Coordinator)	Date:	Feb 2021
Reviewed By:	Angela Jones	Date:	Apr 2021
Agreed By:		Date:	Jul 2021
Last Updated By:		Date/Time:	