Volunteer & Education Coordinator

Position: Volunteer & Education Coordinator
Location: San Antonio, TX (occasionally will travel to Kendalia, TX)
Website: www.wildlife-rescue.org
Apply to: WRRapplication@wildlife-rescue.org
Job Type: Full-time, Salaried (some evenings and weekends depending on schedule)

Established in 1977, Wildlife Rescue and Rehabilitation (WRR) receives over 7,000 native & non-native animals per year for rehabilitation and release as well as providing permanent sanctuary for more than 500 resident non-releasable indigenous wildlife, non-native wildlife (large mammals, primates, reptiles and birds) and farmed animals. Wildlife Rescue is located on 212 acres in beautiful Texas Hill Country, near Austin and San Antonio. The Roger and Phyllis Sherman Animal Care Complex (SACC) is located in north central San Antonio.

The Volunteer & Education Coordinator works under the supervision of the Chief Executive & Development Officer and will work with the WRR leadership team to assess and meet the needs of the organization through the recruitment, engagement, and retention of a reliable volunteer base. She (or he) will work to generate appropriate volunteering opportunities and role descriptions based on the changing needs of the organization. In partnership with WRR directors and supervisors, she (or he) will assist in ensuring volunteers are appropriately matched with and trained for responsibilities through orientation and information sessions.

The Coordinator is also responsible for creating, promoting and conducting educational and advocacy programs (on and off-site of WRR locations) consistent with the mission, philosophy and values of Wildlife Rescue & Rehabilitation. The Coordinator must have the ability to professionally represent the organization to a variety of audiences in the community.

Essential Duties and Responsibilities:
• Provide information to current and potential volunteers and external organizations through face-to-face, telephone and email contact.
• Monitor, support, motivate and train volunteers to ensure they enjoy, appreciate and understand their valued contributions to the efforts of the organization.
• Organize, arrange and conduct volunteer orientation, information, and training sessions
• Record and track volunteer hours and attendance, maintaining databases and completing reports as required
• Provide training in procedures and protocols as needed.
• Motivate, encourage and provide ongoing support to current and new volunteers through face-to-face, email and telephone interactions to ensure maximum engagement and retention
• Schedule and coordinate all classroom education programs, for audiences of all ages
• Oversee adult and youth community service/learning projects
• Develop and evaluate education curricula, programs, and resources
• Coordinate and teach yearly summer Animal Educational Workshops
• Promote and guide advocacy issues as related to current education programs
• Research audiences to target appropriate education programs
• Ensure community awareness of education programs
• Represent WRR at educational events throughout the community

Qualifications:
• Minimum of Bachelor Degree in Education, Communications, Environmental Science or related field.
• Previous educational programming and/or teaching experience
• Experience in training and managing volunteers
• Knowledgeable about animal and environmental protection issues.
• Strong organizational, writing and communication skills
• Ability to independently manage multiple tasks in a fast paced environment
• Creative thinker who is passionate about improving the lives of animals
• Excellent internal and external customer service skills
• Must have excellent organization and time management skills
• Possess a strong personal work ethic, positive attitude, superior public relations skills, and have a high level of integrity.
• Proficiency with Microsoft Office Suite, Excel and general computer skills
• Must have reliable transportation, a valid Texas driver’s license and a clean driving record.
• Vegetarian lifestyle is a plus.

Compensation:
Salary range is $32-35,000, plus benefits (WRR will pay 50% of your monthly insurance premium); starting salary is dependent on skills and experience level.

The successful candidate must embrace the mission and values of Wildlife Rescue & Rehabilitation, including our belief that all animals — rare or common, regardless of species — are deserving of care, attention, and respect. WRR culture requires staff to be comfortable with and empathize with animals (and people who rescue them) during stressful and emotional situations; use critical and independent thinking skills to connect with volunteers and donors who love and care about animals; and be able to multitask and manage work load efficiently with limited supervision at times. This person will understand that their work will be edited by others, and will be open to constructive criticism and collaborative work environment. An attitude of cooperation and teamwork is essential to success in this role.

Persons interested in applying for this position should send a resume, cover letter, and two professional references to (email preferred):

Wildlife Rescue & Rehabilitation, Inc.
Attn: Human Resources
P.O. Box 369, Kendalia, TX 78027
Email: WRRapplication@wildlife-rescue.org
Phone: (830) 336-2725