



Position: Director of Animal Operations

Location: Kendalia, TX

Website: [www.wildlife-rescue.org](http://www.wildlife-rescue.org)

Apply to: [WRRapplication@wildlife-rescue.org](mailto:WRRapplication@wildlife-rescue.org)

Job Type: Full-time

History: Established in 1977, Wildlife Rescue & Rehabilitation (WRR) receives over 6,000 wild animals per year for rehabilitation and release as well as providing permanent sanctuary for more than 600 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 the beautiful Texas Hill Country, near Austin and San Antonio.

Description: The Director of Animal Operations (DAO) is responsible for ensuring that proper care is given to all animals at WRR according to approved protocols and standards and that staffing and all other resources necessary for providing excellent animal care are always in place. Additionally, it is the responsibility of this position to ensure that animal care provided meets WRR standards and that the WRR philosophy is being adhered to in all manners and aspects of animal care, including but not limited to housing, diet and enrichment. Activities can include, but are not limited to budget management, expense tracking, statistical reporting, and personnel management. One can expect to work 40 + hours per week, depending on the season, and hours will include day/night shifts, Sunday-Saturday with two days off.

Position Duties and Responsibilities:

1. Administrative & Budget

- Provide supervisory responsibility for all Animal Caretakers, Apprentice Supervisor and auxiliary animal care personnel. This includes responsibility and authority for discipline and discharge of staff who do not meet standards or follow approved protocol.
- Conduct regular meetings with staff for team development, administrative communication and in-service training.
- Maintain accurate sanctuary census and rehabilitation statistics. Keep data entry up-to-date and compile monthly reports.
- Provide input on maintenance needs, most importantly when it concerns animal welfare or safe containment. Maintain necessary licenses and permits.
- Work with the Chief Administrative Officer, the Executive & Development Officer and/or the Founder/President in developing and implementing facility policies and standards, including the facility safety manual.
- Work with Veterinarian on development and implementation of ongoing staff training.
- Ensure equipment, food and other resources for animal care are in place and well-maintained.
- Manage the Animal Care supply and food budgets. Review orders from hospital, veterinary care staff, and animal caretakers and provide account coding.
- Oversee Apprentice Supervisor with day to day operations regarding the Apprentice Program.
- Oversee Animal Caretaker professional development attendance and budget.

- Provide accurate information and friendly courteous service to the public and insure that others working in the Hospital and on the Hotline do also.
- Review and approve invoices as well as screen new products from vendors and confer with leadership to determine best use of budgeted dollars

## 2. Animal Care

- Ensure that proper care is given to all animals at WRR according to approved protocols and standards and that staffing and all other resources necessary for providing excellent animal care are always in place. In addition, it is the responsibility of this position to ensure that animal care provided meets WRR standards and that the WRR philosophy is being adhered to in all manners and aspects of animal care, including but not limited to housing, diet and enrichment.
- Ensure all animals receive what they need for their physical and psychological well-being, including proper nutrition and housing under all weather conditions.
- Provide hands-on oversight of animal housing, food preparation, diet changes and day-to-day care.
- Evaluate animals daily to identify possible upgrades, releases, illness or injury and determine appropriate intervention. Particular attention must be given to new permanent residents who are taken in to determine optimal transition at WRR. These tasks are carried out in agreement with the WRR vet care staff and WRR Hospital Supervisor.
- Develop and maintain animal protocols and procedures with advice of President, Chief Executive & Development Officer and veterinary staff. Keep abreast of animal care and health issues, and new treatments, procedures, and equipment in the field.
- Have a solid and thorough knowledge of all species on the property with regards to diet, housing needs, behaviors and natural history.
- Oversee an enrichment schedule for continuity, versatility and effectiveness as well as serve on the Animal Care team and attend weekly meetings.
- Assist with companion animal adoptions and special projects as needed.

## 3. External Responsibilities

- Initiate contact with members of the public through phone calls to complete application request paperwork.
- Cultivate positive relationships with the animal welfare community
- Maintain knowledge of new developments and features of systems WRR utilizes

### Requirements:

- Education Bachelor's Degree in Wildlife Biology, Zoology, and/or Biology.
- Experience: 3+ years direct experience in Wildlife Rehabilitation; 2 years' experience in management.
- Proficient knowledge of MS Office, Word, Excel etc.; Strong Math skills, 10 key by touch and proof reading.
- Must have excellent organization, time management, and team management skills.
- Possess a strong personal work ethic, positive attitude, superior public relations skills, and have a high level of integrity.
- Attendance: Must maintain regular and acceptable attendance at such level as is determined in the employer's sole discretion.
- Tetanus and rabies pre-exposure vaccinations are required.

Compensation:

Salary is \$47,500, plus benefits (WRR will pay 50% of your monthly insurance premium).

*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: Chief Administrative Officer

P.O. Box 369

Kendalia, TX 78027

Email: [WRRapplication@wildlife-rescue.org](mailto:WRRapplication@wildlife-rescue.org)

Phone: (830) 336-2725 x307

Fax: (830) 336-3733