



Position: Above the Gate Supervisor

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: Responsible for evaluating and documenting the health, status, temperament, and social condition of the animals in the designated areas and ensuring that proper care is given according to approved WRR protocols and standards. The Supervisor is responsible for maintaining cleanliness in the enclosures and related areas, as well as coordinating all animal care protocols, movements, and projects determined by the Veterinarian, Director of Animal Operations and Founder/President. One can expect to work 40 + hours per week, depending on the season, and hours can include weekend shifts, with two consecutive days off.

Position Duties and Responsibilities:

1. Animal Care

- Assist the Director of Animal Operations to ensure that all animals in the designated areas receive all necessary care required to maintain their physical and psychological well-being, including proper nutrition, medication, enrichment, housing, and social relationships.
- Work closely with the Veterinarian and Director of Animal Operations to evaluate animals to identify illness or injury and coordinate movements and introductions according to established WRR protocols and determine appropriate intervention or action if required.
- Conduct daily observation of staff, apprentices, interns and volunteers during animal care shifts to ensure work quality, skill development and adherence to safety and care protocols.
- Ensure staff are maintaining high standards of safety and cleanliness throughout the facility and within all enclosures and housing at all times by identifying and delegating special cleaning projects.
- ; attend and participate in weekly animal care meetings.
- Participate in the Chemical Capture Team and attend monthly meetings and drills.
- This position is responsible for covering animal care shifts as required.

2. Administrative & Management

- Responsible for the maintenance of the designated area facilities and grounds, as well as the completion and maintenance of ongoing records and reports while managing all volunteers, personnel, donors, supporters, and members of the public.

- Work with Director of Animal Operations to systematically evaluate all components of the designated sanctuary areas, assist in the development of protocols and procedures, and plan remediation of weaknesses that are identified.
- Work with the Director of Animal Operations and Apprentice Supervisor & Trainer to train animal caretaking staff in area protocols and procedures.
- Supervise overall performance, animal care quality and conduct of staff, apprentices, and volunteers. Complete regular staff, apprentice, and volunteer performance evaluations and work with the Director of Animal Operations to ensure performance standards of excellence are met.
- Work with Facilities Supervisor to coordinate regular enclosure maintenance and fence integrity checks. (I.e. complete fence, enclosure, and hotwire repairs as required.)
- Complete facility and supply inventories and coordinate with the Director of Animal Operations to ensure proper inventory is maintained.
- Compile daily, monthly, and yearly reports.
- Other duties as assigned.

### 3. External Responsibilities

- Initiate contact with members of the public through phone calls to complete application request paperwork.
- Represent WRR professionally to the public while maintaining a neat and well-kept appearance as stated in WRR dress code, whether in the WRR hospital on the phone, at events or during educational programs.
- Cultivate positive relationships with the animal welfare/rights 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: 2+ year's direct experience in Wildlife Rehabilitation; 2 years' experience in staff 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 staff 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 \$30,000, plus benefits (WRR will pay 50% of your monthly insurance premium).

*Persons interested in applying for this position should send a resume and cover letter 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