Position: Sherman Animal Care Complex Coordinator  
Location: San Antonio, TX  
Website: www.wildlife-rescue.org  
Apply to: WRRapplication@wildlife-rescue.org  
Job Type: Full-time

History: Established in 1977, Wildlife Rescue & Rehabilitation (WRR) receives over 10,000 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 Sherman Animal Care Complex Coordinator is a member of the WRR Animal Care staff and is responsible for assisting the Sherman Animal Care Complex Manager in the coordination of the animal care needs of a wide variety of injured and orphaned native wildlife. The SACC Coordinator communicates with the SACC Manager regarding medical, supply, personnel, animal care observations and inventory needs. The SACC Coordinator will work with the SACC Manager to maintain accurate and thorough records of all animals in care. The daily cleanliness and orderliness of the SACC Animal Care Building will be the responsibility of the Coordinator, including organization and regular inspections of rooms and enclosures. The SACC Coordinator will also be required to complete regular animal care shifts as needed while fulfilling their duties as Coordinator.

Primary Position Duties and Responsibilities

Essential Duties of the Job:

- Responsible for completing medical inventories on a monthly basis from October through February, and twice a month from March through September. Responsible for determining when new items need to be added to the inventory list and become part of the routine and general medical supplies kept at the SACC.
- Responsible for determining when animals and groups of animals are ready for release. This responsibility is to be shared with the SACC Manager during the busier months of baby season.
- Responsible for determining where animals and groups of animals are to be released, and maintaining records of releases in order to ensure that release sites are not overused.
- Responsible for updating animal care protocols and cage tags and distributing them to reference binders, charts, and staff members accordingly.
- Responsible for assisting the SACC Manager with upgrades for all animals being housed at the SACC during their rehabilitation.
- Responsible for assisting in hands-on training for first-time volunteers, interns and new staff members and apprentices. This includes intake training for new staff members and apprentices after initial training has been completed by the SACC Manager.
- Responsible for updating the produce run protocols and instructions as well as leading training for interns, apprentices and staff members.
• Responsible for assigning feeds, cleans and projects to staff members, apprentices, interns and volunteers on days that the SACC Manager is not working, and assisting the SACC Manager with this on days that both are scheduled.
• Responsible for ensuring quality of work by staff members, apprentices, interns and volunteers by reviewing feed sheets, intake forms, admission forms, and observing housing, food and water dishes. In the case of sub-standard work in the pre-mentioned areas, the SACC Coordinator will address the issue with the staff member, apprentice, intern or volunteer and notify the SACC Manager. In the case that the issue is a reoccurrence, the SACC Coordinator will inform the SACC Manager or the Director of Animal Operations for further disciplinary action.
• Responsible for attending animal care meetings.
• Responsible, along with the SACC Manager, for ensuring that the Animal Care Building at the SACC is kept clean and tidy at all times.
• Perform other duties as assigned.

**Essential Knowledge, Skills and Abilities:**

• **Communication:** Ability to communicate clearly and effectively via oral or written means.
• **Composure:** Ability to remain calm and maintain self-control in the midst of difficult circumstances and emergencies. Ability to respond in a professional manner in all situations.
• **Decision Making:** Ability to set work priorities and to evaluate and create solutions to work-related problems. Ability to think analytically and evaluate the impact of contract terms; analyze capabilities and determine feasibility.
• **Organization:** Ability to keep various emergency calls prioritized and organized. Requires good time management practices and the ability to stay calm in stressful situations.
• **Computer:** Working knowledge MS Office; Word, Excel, PowerPoint. 40 WPM, Volunteer databases preferred.

**Requirements:**

• **Education:** A Bachelor’s Degree is required, zoology or other animal-related field preferred.
• **Experience:** Minimum 2 years of animal care and rehabilitation experience, with preference given to experience with native Texas Wildlife.
• **Attendance:** Must maintain regular and acceptable attendance at such level as is determined in the employer's sole discretion.
• **Vaccinations:** Tetanus and rabies pre-exposure vaccinations are required.

**Compensation:**
$15.00/hour plus 18 days PTO, paid Holidays. Candidates selected for interview will be requested to provide references. Position open until filled.

*Persons interested in applying for this position should send a cover letter & resume (email preferred):*

Wildlife Rescue & Rehabilitation, Inc.
Attn: Director of Animal Operations
P.O. Box 369 | Kendalia, TX 78027
Email: WRRapplication@wildlife-rescue.org
Phone: (830) 336-2725, ext. 311 | Fax: (830) 336-3733

*Equal Opportunity Employer*