Position: Sherman Animal Care Complex Manager  
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 Manager is a member of the WRR Animal Care staff and is responsible for coordinating the animal care needs of a wide variety of injured and orphaned native wildlife. They are responsible for providing regular oversight of animal care procedures within the WRR Sherman Animal Care Complex to ensure a high quality of care according to WRR’s protocols and standards. The Manager communicates with veterinary staff, Hospital Manager, Rehabilitation Supervisor and the Director of Animal Operations regarding medical, personnel, animal care and supply needs while maintaining animal care standards throughout the hospital. The SACC Manager will assist with training, supervising and directing animal caretaker staff, apprentices, interns and volunteers. The SACC Manager will also be required to complete animal care shifts as needed while carrying out their supervisory duties. They are accountable to the Director of Animal Operations and will have working relationships with the President/Founder, Chief Executive & Development Officer, Hospital Manager, Rehabilitation Supervisor, SACC Coordinator and WRR Veterinarian. This position also works closely with apprentices and volunteers and is responsible for maintaining professional relationships with members of the public who bring animals to WRR.

Primary Position Duties and Responsibilities:

1. Animal Care
   - Work with the SACC Coordinator to evaluate animals daily to identify possible upgrades, releases, illnesses, or injuries, and determine appropriate treatments or interventions
   - Regular training, supervision and skills observations of staff, apprentices, interns and volunteers to ensure work quality, skill development and adherence to safety and animal care protocols
   - Identify and delegate projects as needed
   - Maintain accurate animal health records and admission records while animals are at SACC
   - Ensure animals are upgraded to new enclosures or housing at appropriate times
   - Compile daily, monthly and yearly reports on releases
   - Schedule releases and provide regular contact with landowners of active and approved release sites
   - Work with the DAO, Hospital Manager, Rehabilitation Supervisor and Veterinarian to review and update protocols annually
   - Ensure that established animal care protocols are upheld at SACC
   - Maintain high standards of safety and cleanliness throughout the facility
• Work with DOA to maintain grounds of the facility including housing inspections and communicating maintenance issues to maintenance staff and coordinating repairs and resolutions to maintenance issues.
• Animal care shifts as assigned
• Other duties as assigned

II. Administration
• Attend meetings at both SACC and Kendalia as required
• Attend and assist at WRR special events
• Scheduling for SACC staff, apprentices and interns
• Attend and/or host occasional outreach events
• Work with the Volunteer Coordinator to ensure that volunteer shifts are not duplicated
• Review applications, interview and hire spring and summer interns
• Work with the SACC Coordinator to train and onboard interns

Requirements:
• Education: A bachelor’s degree is required, zoology or other animal-related field preferred
• Experience: 3 years’ full-time wildlife rehabilitation experience required, with preference given to experience with native Texas wildlife. 2-3 years’ of managerial or supervisory experience is required.
• Attendance: Must maintain regular and acceptable attendance at such level as is determined in the employer's sole discretion
• Vaccinations: Meningitis, Tetanus and rabies pre-exposure vaccinations are required
• Communication: Ability to communicate clearly and effectively via oral or written means. Ability to document daily observations reports, medical logs etc.
• 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 and have a high level of integrity
• Decision Making: Ability to set work priorities and to evaluate and create solutions to work related problems
• Organization: Ability to keep various on-going projects organized. Requires good time management practices and the ability to meet multiple deadlines
• Technical: Working knowledge of animal husbandry and rehabilitation
• Computer: Working knowledge MS Office; Word, Excel, PowerPoint and Outlook

Compensation:
Salary is $35,568 - $39,000 annually, plus benefits (WRR will pay 55% of your monthly insurance premium). Full-time employees will receive 18 days of PTO and seven paid holidays per year. 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: Kelly McCoy, 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