Position: Apprentice and Training Supervisor  
Location: Kendalia, 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 Apprentice and Training Supervisor will be a member of the Animal Care Staff and will plan, coordinate, and direct personnel training, staff development and continuing education programs as well as hire new apprentices. This position will confer with management and supervisory leadership staff to determine new staff and apprentice ongoing training needs. The Supervisor will work closely with Hospital Supervisory Staff and the Director of Animal Operations.

Primary Position Duties and Responsibilities:

1. Apprenticeship  
   - Screens applications and completes interview process for new apprentices  
   - Hires and completes onboarding procedures for incoming apprentices  
   - Along with supervisory staff monitors, trains and directs progress of apprentices through the program

2. Personnel Training  
   - Designs training procedures, utilizing knowledge of effectiveness of such methods as individual training, group instruction, lectures, on-the-job training, demonstrations, webinars, conferences, meetings, and workshops  
   - Develops, organizes, and updates training manuals, reference materials, testing and evaluation procedures, and other educational materials  
   - Trains along with supervisors using effective techniques for training in such areas as those concerned with new employee orientation, health and safety practices, specific on-the-job training, and the apprenticeship program

3. Records Management & Data Analysis  
   - Compiles data and analyzes past and current year training requirements to prepare budgets and justify funds requested  
   - Updates records and compiles statistical reports to evaluate performance and monitor progress of trainees

4. Employee Development  
   - May screen, test, and counsel employees for advancement or those who are in need of improvement
5. Other Duties
• Other duties as assigned
• Reports to the Director of Animal Operations

Requirements:
• Education: Bachelor’s degree required
• Experience: 2 years of animal care and rehabilitation experience, ideally including experience with wildlife in a rehabilitation setting. 1-2 years of experience training employees or volunteers
• Meningitis, tetanus and rabies vaccinations are required
• Attendance: Must maintain regular and acceptable attendance

Compensation:
Salary is $28,000-$33,000 annually, plus benefits (WRR will pay 55% of your monthly insurance premium). 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

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