



**Position:** Sherman Animal Care Complex Manager

**Location:** San Antonio, 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, Salary, Exempt

**Mission:** To rescue, rehabilitate, and release native wildlife and to provide sanctuary, individualized care, and a voice for other animals in need.

**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 and Hospital Manager regarding medical, personnel, animal care, and supply needs while maintaining animal care standards throughout the facility. The SACC Manager will assist with training, supervising, and directing animal caretaking staff, apprentices, interns, and volunteers. The SACC Manager will also be required to complete animal care shifts as needed while carrying out their management duties. They will have working relationships with the President/Founder, Executive Director, Hospital Manager, and WRR Veterinarians. This position also works closely with interns 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 Hospital Managers to evaluate animals daily to identify possible upgrades, releases, illnesses, or injuries, and determine appropriate treatments or interventions.
- Work with Training Coordinators to provide regular training, supervision, and skills observations of staff, 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.
- Record release information, including location and number of animals.
- Work with Hospital Managers to schedule releases and provide regular contact with landowners of active and approved release sites.
- Work with Hospital Managers and Lead Veterinarian to review and update protocols annually.
- Ensure that established animal care protocols are upheld at SACC.

- Work with Executive Director and Director of Facilities to maintain grounds of the facility by communicating maintenance issues to Facilities staff and coordinating repairs and resolutions to maintenance issues.
- Complete 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 and outreach events as needed.
- Scheduling for SACC staff and interns.
- Work with the Volunteer & Education Manager to ensure that volunteer shifts are not duplicated.
- Review applications, interview, and hire interns.
- Work with the SACC staff and Training Coordinator to train and onboard interns.
- Works closely with members of the public to accept animals and answer questions.

### **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 years of supervisory experience preferred.
- 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 observation 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 evaluate and create solutions to work-related problems.
- Organization: Ability to keep various ongoing 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 of MS Office; Word, Excel, PowerPoint, and Outlook.

### **Compensation:**

Salary is \$40,000 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: Director of Administration

P.O. Box 369 | Kendalia, TX 78027

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

Phone: (830) 336-2725, ext. 311 | Fax: (830) 336-3733

*WRR is an Equal Opportunity Employer.*