



Position: Sanctuary Animal Caretaker

Location: Kendalia, TX

Website: www.wildlife-rescue.org

Apply to: WRRapplication@wildlife-rescue.org

Job Type: Full-time, Hourly, Non-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. The Wildlife Rescue Sanctuary is located on 212 acres in the beautiful Texas Hill Country in Kendalia, and the Sherman Animal Care Complex is located in San Antonio. The Kendalia Sanctuary is divided into two sections: Above and Below the Gate.

Description: The Sanctuary Animal Caretaker is responsible for ensuring that proper care is given to all animals at WRR according to approved protocols and standards. Animal Caretakers will be responsible for daily feeding, enclosure cleaning and maintenance, behavioral observations, and enrichment activities for a wide variety of Texas native and non-native avian, mammal, and reptile species. These animals include but are not limited to, farmed animals (goats, pigs, cows, sheep, donkeys, etc.), companion animals (dogs, cats, etc.), non-native bird species, reptiles, waterfowl, primates (capuchins, macaques, spider monkeys, etc.), and native mammals (coyotes, foxes, bobcats, etc.). This position involves substantial animal care responsibilities as well as administrative duties (record keeping). Animal Caretakers are expected to engage with volunteers and interns.

Primary Position Duties and Responsibilities

Essential Duties of the Job:

- Complete Animal Caretaking shifts at the Kendalia location, upholding the high standards of care required
- Responsible for the health and well-being of all animals and integrity of housing and enclosures. Maintain detailed notes in departmental logs. Report abnormalities in animal health or behavior to Sanctuary Director or Vet Staff.
- Feed all animals according to dietary guidelines and feeding schedules.
- Maintain high standards of cleanliness in all enclosures and cages at all times.
- Medicate sick or injured animals.
- Complete facility and enclosure maintenance and landscaping as required, including repairs, mowing, weed-eating, tree trimming, etc.
- Adhere to protocols for admitting animals, filling out all paperwork completely, initial set up of animal (including hydration, feeding, and initial medical care), and working with the public who may be bringing the animal to us in a professional and diplomatic manner.
- Complete required admission forms, internal and external paperwork, and phone logs in a timely manner.

- Represent WRR professionally to the public while maintaining a neat and well-kempt appearance whether at the Kendalia Wildlife Sanctuary, on the phone, at events, or during educational engagements.
- Maintain an in-depth knowledge of WRR policies and protocols.
- Mentor volunteers & interns, being sure the quality of care given is up to the WRR standard of excellence. Report all concerns to the Sanctuary Director.
- Monitor feed and supplies. Report low inventory levels to Sanctuary Director or Animal Admin Director.
- Other duties as assigned.

Essential Knowledge, Skills and Abilities:

- **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. Desired candidates are mature individuals with the ability to handle physically and emotionally stressful situations, a demanding workload, long hours, and work independently or as a team.
- **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.
- **Dependability:** Dependable and willing to learn and do what is needed so that the animals are given the best quality of life possible, whether that is in the wild or in our Sanctuary.
- **Technical:** Working knowledge of animal husbandry and rehabilitation.
- **Computer:** Working knowledge of MS Office; Word, Excel, PowerPoint, and Outlook.

Requirements:

- **Education:** A bachelor's degree is preferred in Wildlife Biology, Zoology, and/or Biology, or equivalent experience.
- **Experience:** A Minimum of 2 years of full-time animal care experience preferred, with preference given to experience with farmed animals, non-native parrot species, primates, or carnivores.
- **Attendance:** Must maintain regular and acceptable attendance at such level as is determined in the employer's sole discretion.
- **Vaccinations: Current Meningitis, Rabies pre-exposure (PrEP), and Tetanus vaccinations are required. TB testing is required.**
- **License:** Valid Driver's License with good driving record required. Must be able to lift 50 lbs.
- **Technology:** Proficient knowledge of MS Office, Word, Excel, etc.; Strong Math skills, 10 key by touch and proofreading. In addition, the ability to conduct data entry into online databases

Compensation:

\$16.00/hour plus benefits (WRR will pay 55% of your monthly insurance premium, 18 days of annual PTO, and 7 paid holidays). Candidates selected for interviews 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

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

WRR is an Equal Opportunity Employer.