



**Position:** Sherman Animal Care Complex Manager

**Location:** San Antonio, TX

**Website:** [www.wildlife-rescue.org](http://www.wildlife-rescue.org)

**Apply to:** Submit a cover letter with a resume 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. 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.

**Description:** The SACC Manager is a WRR Animal Care employee and directly reports to the Rehabilitation Director. They are responsible for coordinating the animal care needs of a wide variety of injured and orphaned native wildlife from the San Antonio location. They regularly oversee animal care procedures within SACC to ensure a high quality of care according to WRR's protocols and standards. The SACC Manager communicates with the Rehabilitation Director, WRR Veterinarians, and the Animal Administration Director regarding medical, personnel, animal care, and supply needs while maintaining animal care standards throughout the facility. The SACC Manager assists with training, supervising, and directing animal caretaking staff, interns, and volunteers. The SACC Manager must complete animal care shifts as required while carrying out their management duties. They have working relationships with the President/Founder, Executive Director, and the Director of Operations. This position 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 closely with the Rehabilitation Director to evaluate animals daily to identify possible upgrades, releases, illnesses, or injuries and determine appropriate treatments or interventions.
- With Training Coordinators and the Rehabilitation Director's oversight, 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.
- Maintain accurate animal health 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.
- Coordinate with the Rehabilitation Director to schedule releases and regularly contact landowners of active and approved release sites.
- Review and update protocols annually with the Rehabilitation Director and Lead Veterinarian.
- Ensure that established animal care protocols are upheld at SACC.

- Work to maintain the facility's grounds by communicating through Monday.com any maintenance issues with Facilities staff, then coordinating repairs and resolutions.
- Identify and delegate projects as needed.
- Complete animal care shifts as assigned.
- Other duties as assigned.

## 2. Administration

- Attend meetings at both SACC and Kendalia as required.
- Attend and assist at WRR special events and outreach events as needed.
- Monitor and approve SACC staff timecards, submit regular reports, and complete routine paperwork promptly.
- Work with the Volunteer & Education Manager to ensure that volunteer shifts are not duplicated.
- Review applications, interview, and hire interns.
- Work with the Rehabilitation Director, SACC staff, and Training Coordinators to schedule, train, and onboard interns.
- Work closely with members of the public to accept animals, provide guidance, and answer questions.

### Requirements:

- Education: A bachelor's degree is required; zoology or other animal-related field preferred.
- Experience: Three (3) years of full-time wildlife rehabilitation experience is required, with preference given to those with experience with native Texas wildlife. Two (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 orally or in writing. Ability to document daily observation reports, medical logs, etc.
- Composure: Ability to remain calm and maintain self-control amid difficult circumstances and emergencies. Ability to respond professionally in all situations and have high 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 covers 55% of the employee's monthly insurance premium. Full-time employees receive 18 days of PTO and seven paid holidays per year. 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 to:*

Wildlife Rescue & Rehabilitation, Inc.

Attn: Director of Operations

P.O. Box 369 | Kendalia, TX 78027

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

Phone: (830) 336-2725, ext. 313 | Fax: (830) 336-3733

*WRR is an Equal Opportunity Employer*