



**Position:** Wildlife Rehabilitation & Animal Caretaker

**Location:** San Antonio, TX, with occasional shifts in Kandalia, 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, 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 Kandalia, and the Sherman Animal Care Complex is located in San Antonio.

**Description:** The Wildlife Rehabilitation and Animal Caretaker is responsible for ensuring 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 various Texas native avian, mammal, and reptile species. These animals include, but are not limited to, opossums, songbirds, doves, deer, raccoons, skunks, waterfowl, turtles, and tortoises. This position involves substantial animal care responsibilities, triage and care of new arrival patients, administrative duties (record keeping and telephone work), and fieldwork involving rescues, releases, and transportation of animals. Animal Caretakers are also expected to interact publicly and work with volunteers and interns.

### **Primary Position Duties and Responsibilities**

#### **Essential Duties:**

- Complete Animal Caretaking shifts at the San Antonio location, upholding the high standards of care is required.
- Responsible for the health and well-being of all animals and the integrity of housing and enclosures. Maintain detailed notes in departmental logs. Report abnormalities in animal health or behavior to the SACC Manager, Rehabilitation 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.
- Responsible for occasional rescues, releases, and transportation of animals.
- 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 bring the animal to us, professionally and diplomatically.
- Complete required admission forms and internal and external paperwork promptly.

- Represent WRR professionally to the public while maintaining a neat and well-kempt appearance, whether at WRR, on the phone, at events, or during educational engagements.
- Maintain an in-depth knowledge of WRR policies and protocols. Assist with training or retraining as needed.
- Mentor volunteers & interns, ensuring the quality of care given is up to the WRR standard of excellence. Report all concerns to the SACC Manager or Training Coordinator.
- Monitor feed and supplies. Report low inventory levels to the SACC Manager 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 amid difficult circumstances and emergencies. Ability to respond professionally in all situations and have a high level of integrity. Desired candidates are mature individuals who can 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 to 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 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, but not required, in Wildlife Biology, Zoology, and/or Biology.
- **Experience:** A Minimum of 2 years of full-time rehabilitation and animal care experience, with preference given to experience with native Texas wildlife species.
- **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) [required before or within first 30 days of employment], and Tetanus vaccinations are required.**
- **License:** A valid Driver's License with a good driving record is required. Must be able to lift 50 lbs.
- **Technology:** Proficient knowledge of MS Office, Word, Excel, etc.; In addition, the ability to conduct data entry into online databases.

**Compensation:**

\$16.00/hour, 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 (email preferred):*

Wildlife Rescue & Rehabilitation, Inc.

Attn: Michelle Elble, 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.*