



**Position:** Volunteer Coordinator

**Location:** San Antonio, TX and Kendalia, TX

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

**Apply to:** [tstables@wildlife-rescue.org](mailto:tstables@wildlife-rescue.org)

**Job Type:** Full-time

**History:** Established in 1977, Wildlife Rescue & Rehabilitation (WRR) receives over 11,000 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 Volunteer Coordinator works under the supervision of the Director of Community Engagement and will work with the WRR leadership staff to assess and meet the needs of the organization through the recruitment, engagement, and retention of a reliable volunteer base. They will work to generate appropriate volunteering opportunities and role descriptions based on the changing needs of the organization. In partnership with WRR directors and managers, they will assist in ensuring volunteers are appropriately matched with and trained for responsibilities through orientation and information sessions. The Volunteer coordinator, under the direction of the Director of Community Engagement, is also responsible for conducting educational and advocacy programs (on and off-site of WRR locations) consistent with the mission, philosophy, and values of Wildlife Rescue & Rehabilitation. The Volunteer Coordinator must professionally represent the organization to a variety of audiences in the community.

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

#### **1. Volunteers**

- Provide information to current and potential volunteers and external organizations through frequent face-to-face, telephone and email contact.
- Monitor, support, motivate and train volunteers to ensure they enjoy, appreciate and understand their valued contributions to the efforts of the organization.
- Organize, arrange and conduct volunteer orientation, information, and training sessions.
- Record and track volunteer hours and attendance, maintaining databases and completing reports as required
- Motivate, encourage and provide ongoing support to current and new volunteers through face-to-face, email and telephone interactions to ensure maximum engagement and retention.
- Oversee adult and youth community service/learning volunteer projects
- This position is also responsible for conducting disciplinary actions re any WRR volunteer whose conduct or practices are either inappropriate for the organization or when such actions endanger the well-being of any animal.
- Represent WRR at Community Engagement events throughout the community.

## **2. Administration**

- Provide training to new staff and Interns as needed.
- Attend meetings in San Antonio and Kendaia as required.
- Attend and participate in meetings.
- Assist with WRR events as required.

### **Requirements:**

- Attributes: Friendly, warm, inviting, caring, outgoing personality
- Education: Bachelor's degree or equivalent relevant job experience.
- Experience: 2+ Years managing a volunteer program; ideally including experience with wildlife in a rehabilitation setting.
- Proficient with Microsoft Office Suite including Outlook, Volgistics experience is a plus.
- Meningitis, tetanus, and rabies vaccinations are required
- Attendance: Must maintain regular and acceptable attendance

### **Compensation:**

\$20.00 per hour, 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 to:*

Wildlife Rescue & Rehabilitation, Inc.  
Attn: Tom Stables  
Email: [tstables@wildlife-rescue.org](mailto:tstables@wildlife-rescue.org)  
Phone: 210-879-8002

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