



Position: Intern Program Coordinator

Location: Kendalia, TX

Website: www.wildlife-rescue.org

Apply to: WRRapplication@wildlife-rescue.org

Job Type: Full-time

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 Intern Program Coordinator will be a member of the Animal Care staff and will plan, coordinate, and direct training, development and continuing education for Interns. This individual will confer with department heads and supervisory staff to determine ongoing staffing and training needs and to ensure this program aligns with the ongoing needs of the organization.

Primary Duties and Responsibilities:

1. Program Development

- Designs and implements intern program that meets organizational needs, provides valuable learning experiences for interns and complies with requirements of educational institutions.

2. Manpower Requirements and Recruiting

- Works with department heads to determine specific intern hiring requirements.
- Works with department heads and Hiring Specialist to develop effective recruitment processes, screen applicants, complete interviews and make hiring decisions.

3. Personnel Training and Performance

- Designs training procedures utilizing knowledge of different methods such as individual training, group instruction, lectures, on-the-job training, demonstrations, etc.
- Works with department heads and supervisors concerning effective application of those training procedures for new employee orientation, health and safety practices, specific on-the-job training, and the organization in general.
- Works with department heads and supervisors to direct, monitor and provide timely on-the-job (i.e. immediate) feedback to interns.
- Regularly communicates with department heads and supervisors to gauge intern performance and areas in need of improvement.
- Develops effective and systematic performance evaluation process to ensure that interns receive constructive feedback as scheduled.
- Works with department heads and supervisors to screen, test, and counsel participants for advancement, full time employment or those who require improvement.
- Consolidates and maintains training manuals, reference materials, testing and performance evaluation procedures, and other educational materials.

4. Records Management & Data Analysis

- Develops procedures to ensure that educational institutions receive intern performance and other data as required by educational institution.
- Compiles data and analyzes past and current year training to measure overall internship program success.
- Updates records and compiles statistical reports to evaluate performance and monitor progress of trainees.

5. Other Duties

- Other duties as assigned

Requirements:

- Education: Bachelor's degree required
- Experience: 1. Two years of experience managing and training employees in a fast-paced customer service-oriented environment
2. Experience in program management, human resources or organizational development would be a big plus
- Exceptional organizational, analytical and problem-solving skills
- Exceptional communication skills to effectively interact with department personnel, interns and military personnel
- Meningitis, tetanus and rabies vaccinations are required
- Attendance: Must maintain regular and acceptable attendance

Compensation:

Salary is \$19.00-\$20.00 DOE 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 (email preferred):

Equal Opportunity Employer