



Position: Rehabilitation and Training Coordinator

Location: Kendalia, TX,

Website: www.wildlife-rescue.org

Apply to: WRRapplication@wildlife-rescue.org

Job Type: Full-time, Hourly, Non-exempt

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 Rehabilitation and Training Coordinator will be a member of the Animal Care Staff and will plan, coordinate, and direct personnel training, staff development and continuing education programs. This position will confer with management and leadership staff to determine new staff and apprentice ongoing training needs.. The Coordinator will report directly to the Rehabilitation Director.

Primary Position Duties and Responsibilities:

1. Personnel Training

- Designs training procedures, utilizing knowledge of effectiveness of such methods as individual training, group instruction, lectures, on-the-job training, demonstrations, webinars, conferences, meetings, and workshops.
- Develops, organizes, and updates training manuals, reference materials, testing and evaluation procedures, and other educational materials.
- Trains along with Leadership staff using effective techniques for training in such areas as those concerned with new employee orientation, health and safety practices, specific on-the-job training, and the internship program.
- Provides consistent communication to the Rehabilitation Director regarding staff and training progression

2. Records Management & Data Analysis

- Compiles data and analyzes past and current year training requirements to prepare budgets and justify funds requested.
- Updates records and compiles statistical reports to evaluate performance and monitor progress of trainees.

3. Employee Development

- May screen, test, and counsel employees for advancement or those who are in need of improvement.
- Manage Continuing Education Program-Coordinating with Leadership staff and interested personnel to lead seminars and trainings.

4. Animal Care

- Assist Hospital leadership with oversight.

- Cover intake and animal care shifts on occasion in the absence of staff.

5. Other Duties

- Other duties as assigned.
- Reports to the Rehabilitation Director.

Requirements:

- Education: Bachelor's degree required.
- Experience: 2 years of animal care and rehabilitation experience, ideally including experience with wildlife in a rehabilitation setting. 1-2 years of experience training employees or volunteers.
- Vaccinations: Meningitis, tetanus and rabies vaccinations are required.
- Attendance: Must maintain regular and acceptable attendance.

Compensation:

\$20.24 per hour, plus benefits (WRR will pay 55% of your monthly insurance premium). 18 days of PTO and 7 days of Holiday pay. 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):

Wildlife Rescue & Rehabilitation, Inc.
P.O. Box 369 | Kendalia, TX 78027
Email: WRRapplication@wildlife-rescue.org
Phone: (830) 336-2725, ext. 321

WRR is an Equal Opportunity Employer.