



**Position:** Program Support Personnel

**Location:** Kendalia, TX

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

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

**Job Type:** Part-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:** Program Support Personnel assist the animal caretaking staff of WRR in the general facility sanitization, daily tasks, and projects that are required to maintain the highest quality of life for animals in rehabilitation and sanctuary. Program Support staff work alongside animal caretakers in the course of their daily responsibilities. This role is essential for the daily functioning of WRR and will require a great deal of dedication, responsibility, and personal motivation to complete tasks with minimal supervision. This position requires the ability to work long hours, stand for extended periods, bend, stretch, and lift up to 50 lbs., and work in all weather conditions. Shifts will include evenings, weekends, and holidays.

**Primary Duties and Responsibilities:**

- Diet Preparation for animals at the Kendalia rehabilitation hospital.
- Facility cleanliness and sanitation including washing dishes, cages, and laundry.

**Secondary Duties and Responsibilities:**

- Assist with the feeding, cleaning, and general care of non-vector species as needed.
- Assist with the cleaning of enclosures both inside and outside the rehabilitation hospital.
- Assist with general grounds and enclosure maintenance as needed.
- Other duties as assigned.

**Essential Knowledge, Skills and Abilities**

- **Communication:** Ability to communicate clearly and effectively via oral or written means.
- **Composure:** Ability to remain calm and maintain self-control in the midst of difficult circumstances and emergencies. Ability to respond in a professional manner in all situations. Possess a strong personal work ethic, positive attitude, and a high level of integrity.
- **Decision Making:** Ability to set work priorities and evaluate and create solutions to work-related problems. Ability to think analytically and evaluate the impact of contract terms; analyze capabilities and determine feasibility.
- **Dependability:** Dependable and willing to learn and do what is needed.

**Job Requirements:**

- **Education:** High School Diploma/GED, Trade School, or comparable skill set obtained through experience.
- **Experience:** 1 year of driving, facilities or general maintenance experience preferred.

- **Transportation:** Valid driver's license and a clean driving record are required.
- **Skills:** Able to operate cleaning equipment, ability to work in a fast-paced environment, work efficiently as a team and independently.
- **Attendance:** Must maintain regular and acceptable attendance.
- **Vaccinations:** Must show negative TB test.

**Compensation:** \$14.00 per hour.

Persons interested in applying for this position should send a cover letter & resume to [WRRapplication@wildlife-rescue.org](mailto:WRRapplication@wildlife-rescue.org).

*WRR is an Equal Opportunity Employer.*