



## **Title: Wildlife Rehabilitation Manager**

**Reports to:** Director of Operations & Animal Care

**Status:** Non-Exempt; Full-time (2 positions)

**Pay:** Starting \$25.00/hour

**Posting Date:** October 26, 2022

**Closing Date:** November 11, 2022

**Offer Date:** November 30, 2022

**Start Date:** January 2, 2023

**Organizational Overview:** Lake Tahoe Wildlife Care, Inc. (LTWC) is a 501(c) (3) tax exempt organization whose function is to rescue, rehabilitate and release orphaned and injured wild birds and animals. LTWC operates under permits issued by California Fish & Wildlife and the United States Department of the Interior Fish & Wildlife Service. Our 27-acre site includes a state-of-the-art animal care facility, sophisticated enclosures, and soon to be complete, Animal Care Hospital.

**Position Overview:** The Wildlife Rehabilitation Manager will manage animal care shifts as part of the Lake Tahoe Wildlife Care rehabilitation and release program. Animal care functions include but are not limited to animal intake, animal care, medical care, maintenance of proper diets, euthanasia and release.

The Wildlife Rehabilitation Manager will coordinate volunteers, the LTWC education program, collaborate with government agencies and be responsible for animal related phone calls. Other duties include assisting with educational events and working with the social media team to provide information and content media.

**Location:** LTWC is located in South Lake Tahoe, CA. Ability to relocate to the South Lake Tahoe, CA or surrounding communities is required.

### **Essential Functions and Responsibilities:**

***Leadership:*** Show exemplary leadership skills & qualities. Work collaboratively and as a team with the other Directors, Managers, and animal care staff.

Model, create, and maintain outstanding customer service with all LTWC stakeholders, including, Board members, staff, volunteers, and community partners.

***Culture:*** Cultivate a culture of collaboration, compassion, and transparency across LTWC.

**Staff Management:**

- Act as shift lead.
- Coordinate volunteers.
- Works with the Director on developing shift schedules, and provides hands-on training and care with staff and volunteers.
- Communicate effectively and provide and receive feedback from direct and indirect reports alike.
- Assist the Director with training and ongoing guidance and development of the team to support LTWC policies, culture, and animal care protocols.

**External Relationships:**

- Assist Director with and building relationships with permitting agencies, and assist with coordinating MOU's, permits, reporting, and site visits
- Assist Director with connections with other wildlife rehab organizations as needed for placement of non-releasable animals
- Assist Director with obtaining information for grant proposals and grant reports
- Assist with site tours
- Assist Director with animal care related content for website, social media, fundraising, and educational materials

**Animal Care:**

- Ensure high standards of care for both physical and mental well-being of all wildlife under the care of LTWC by holding all team members accountable for quality of care.
- Promote an attitude of compassion toward all wildlife, regardless of those who are sick, insured, or aggressive.
- Model all best practices and positive behavior with all staff and volunteers.
- Assist Director with all animal care protocols, procedures, and Standard Operating Procedures (SOP's):
  - Ensure completion of, and compliance with, animal intake and care protocols, by all staff and volunteers.
  - Ensures information is updated as needed.
  - Ensures staff and volunteers are trained.
- Manages & coordinates all animal intakes and activities.
  - Provide physical examinations and routine medical care on all intakes under the supervision of the Director.
  - Properly assess injured animals and provide supportive care.
  - Work with the DVM around the portable X-Ray machine and provide training to other team members.
- Manages all releases and release activities:

- Coordinate release readiness and dates.
- Give notice to all staff and volunteers prior to release.
- Coordinate volunteer photographers and videographers to attend releases to capture footage for social media and publicity purposes.
- Medical Care:
  - Assist DVM with surgical preparation, assistance and patient recovery care.
  - Coordinate all medical care for rehab animals and critical care patients.
  - Supports critical care efforts with volunteers and interns
- Manages WRMD database and ensures compliance, update as needed, and all reporting requirements are in compliance.
- Manages euthanasia process and compliance.
- Assists Director with risk management protocols and SOPs related to facilities, operations, and animal care to ensure that appropriate safety measures and training are in place to comply with safety standards and OSHA Compliance.
- Manage educational animals: care, permitting, and events.
- Manage and direct all raptor team recruitment, training, and compliance.
- Manages all compliance as related to CDFW MOU and Permit:
  - Compliance with the *Minimum Standards* Document
  - Review & update SOP's for bear cub care
  - Volunteer & Staff 40 hour supervised training specific to black bears
  - Caretaker compliance
  - Checklists for care and oversight of natural bear cub diets
- Coordinates diets for all rehab and educational animals/birds.
- Coordinates food purchases, contracts, budgets, and food donations.
- Coordinates inventories, budgets and purchases for all supplies.
- Coordinates animal care practices and protocols such as:
  - Clean & feed animals
  - Direct volunteers and other staff on daily cleaning & feeding priorities
  - Provide weekly inventory of all supplies, needs
  - Communicate with veterinarian about animal care issues and solutions
  - Assist veterinarian with capturing and moving animals for medical procedures
  - Manage the handling of large aggressive animals during capture and release
  - Manage exercise of all animals with volunteers and staff

***Volunteer Management:***

- Supports the volunteer program, volunteer training, and appreciation events, in coordination with the Volunteer Program Coordinator.
- Assists in providing content for volunteer training.

- Assists Director with liability waivers and protocols.
- Supports the Volunteer Coordinator with filling volunteer shifts.

***Educational Programs - Wildlife Wednesday's, Schools, and Community Events:***

- Coordinates and supports all educational activities with Director, other managers, volunteer coordinator, and education coordinator

***Administrative Duties:***

- WRMD:
  - Enter animal acquisitions into WRMD database.
  - Run reports as needed.
  - Track the care and changes in health status of the animals in residence.
  - Manage and create MOU process and tracking sheet.
  - Manage & oversee permit process and tracking sheet.
- Attend and support fundraising events as needed.
- Support and manage phone coverage during shift.
- Support and participate in developing programmatic budgets in coordination with the ED and Director.

**Education:**

- Veterinary technician certification preferred
- Bachelor's degree in biology or other related field and/or animal care experience preferred

**Experience:**

- Minimum of two (2) years of wildlife rehabilitation experience and a knowledge and familiarity with animal welfare issues and current best practices.
- Minimum of two (2) years of wildlife rehabilitation experience and a knowledge and familiarity with animal welfare issues and current best practices.
- Small & large mammals and raptors experience.
- Experience with Bear Rehab, or prior large mammal or carnivore handling and care experience.
- Knowledge of WRMD database or similar related software preferred.
- Euthanasia Certification (within 6 months of employment).

**Required Qualifications:**

- Required Vaccinations: Covid-19 and rabies
- Collaborative and team culture and modeling positive behavior a must

- Model the IWRC Code of Ethics:  
<https://docs.google.com/document/d/1h1vm6MO0LdKnIvmafWKSdwe4uKzfP60K/edit>
- Model all organization policies and procedures
- Experience working in a non-profit setting
- Fluent in speaking and writing English
- Excellent judgment and creative problem-solving ability
- Energy, flexibility and resilience with an ability to deal with difficult or unforeseen problems, remains calm and does not give up
- Must be willing to work flexible hours to meet the program needs
- Computer proficiency in MS Office, Excel, and Google Drive preferred
- Demonstrated ability to learn new technologies
- Outstanding verbal and written communication skills, on-time work ethic and exceptional attention to planning details
- Strong organizational, interpersonal skills, and initiative
- Driver's license, car insurance, and transportation required

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to:

- Physical ability to walk and/or stand on your feet throughout a normal active workday.
- Physical ability to engage in repetitive motions of legs, arms, and hands, to hear, and to see.
- Physical ability to lift and move animals up to 50 pounds.
- Allergic conditions, which would be aggravated when handling or working around animals, may be a disqualification.
- Additionally, sitting at a desk for long periods of time, twist to reach equipment that surrounds the desk, use telephone, and operate office equipment.

\*From time to time LTWC euthanizes wildlife who are sick or injured.

LTWC will make reasonable accommodations for known disabilities as required by applicable law. All employees are required to observe the procedures contained in the LTWC Employee Manual.

**Benefits:** Vacation time (amount TBD)

**EOE Statement:** Lake Tahoe Wildlife Care (LTWC) is a not-for-profit, equal opportunity employer and does not discriminate on the basis of:

- Race or color
- Ancestry or national origin (including language use restrictions)
- Religion or creed

- Age (over 40)
- Mental or physical disabilities
- Sex or gender (including pregnancy, childbirth, breastfeeding or related medical conditions)
- Sexual orientation
- Gender identity or gender expression
- Medical condition
- Genetic information
- Marital status
- Military and veteran status

**To apply, please submit a cover letter and resume (or CV) to: Heidi Volkhardt Allstead, Executive Director at [heidi@ltwc.org](mailto:heidi@ltwc.org) by November 11, 2023. Please include the position title in the subject line of the email.**