



Title: Wildlife Rehabilitation Technician: Part-Time/Seasonal

Status: Non-Exempt; Part-time; Seasonal

Pay: Starting \$17.00/hour

Hours: Commitment of 10 - 20 hours/week

Seasonal Timeframe: Commitment - April 1st - September 30, 2023 (orientation mid-March)

Posting Date: February 1st, 2023

Hire Date: Mid-March 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 Animal Care Hospital & Clinic.

Position Overview: The Wildlife Rehabilitation Technician will support 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 support, enrichment, maintenance of proper diets, and release. The Wildlife Rehabilitation Technician will work directly under the Interim Operations Director and will take daily direction from the Wildlife Rehabilitation Manager on shift. Other Duties may include training volunteers, participating in educational events, and answering LTWC phones.

Location: LTWC is located in South Lake Tahoe, CA. Must live locally in the South Lake Tahoe, CA area or surrounding communities is required.

Essential Functions and Responsibilities:

Animal Care:

- Assist in daily animal care of birds and mammals of all life stages
- Lead volunteers in daily cleaning & feeding priorities
- Clean & feed animals, observe for changes in behavior/activity
- Assist with intake and stabilization of birds & mammals upon admission to the facility
- Inventory supplies in each building when needed
- Assist the Veterinarian, Wildlife Rehab Managers, and other staff with capturing and moving large animals for medical procedures, prior to relocation & release
- Assist with specialized medical procedures when needed
- Follow the Interim Operations Director, and Wildlife Rehab Managers, direction on Animal Care policies, procedures, diets, and shift procedures

- Coordinate with the Interim Operations Director, and Wildlife Rehab Managers to determine where expertise and remaining work hours are most needed

Animal Releases:

- Help carry out bird and mammal releases under the direction of the Interim Operations Director and Wildlife Rehab Managers
- Work with the Wildlife Rehab Managers to coordinate release readiness and dates

Other Duties as Assigned:

- Participate in volunteer training events
- Participate in special events on behalf of LTWC as needed
- Assist the Wildlife Rehab Managers and Education Coordinator with educational events as needed
- Answer phones at the facility as needed

General Requirements:

- Required Vaccinations: Covid-19 and tetanus
- Collaborative and team culture and modeling positive behavior are a must.
- Model the [IWRC Code of Ethics](#)
- Model all organization policies and procedures.
- Represent LTWC in a professional manner at all times.
- 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, remain calm, and not give up.
- Computer proficiency in MS Office, Excel, and Google Drive is 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, and interpersonal skills, and initiative.
- Driver's license, car insurance, and transportation are 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 must have the physical ability to:

- Walk and/or stand on your feet throughout a normal active workday.
- Engage in repetitive motions of legs, arms, and hands, to hear, and to see.
- Lift and move animals up to 50 pounds.

- Withstand allergic conditions, which would be aggravated when handling or working around animals.
- Sit at a desk for long periods of time, twisting to reach equipment that surrounds the desk, using the telephone, and operating office equipment.

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.

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

Please submit your cover letter & resume:

Heidi Volkhardt Allstead, Executive Director
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