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## Wildlife Rehabilitation Manager

**Schedule:** This is a full-time exempt position that follows a Monday through Friday 40-hour work week, with some work required on occasional evenings, holidays, and weekends.

**Compensation:** Starting salary range is \$66,560 to \$70,000, commensurate with experience, along with a benefits package that includes paid time off, paid sick time, and paid holiday leave.

### POSITION SUMMARY:

The Wildlife Rehabilitation Manager is responsible for the triage, initial treatment, and continuing care of sick, injured, and orphaned wildlife; working under the direction and guidance of the Executive Director and working closely with Veterinarian(s) to implement and manage appropriate medical treatments and procedures for rehabilitating animals.

This position manages rehabilitation staff, interns, and volunteers to provide quality care for wild animal patients, meet program goals, and further the organization's mission. The ideal candidate should exhibit strong collaborative skills, flexibility, a proactive approach to problem-solving, and a positive, friendly attitude that fosters a supportive and welcoming work environment.

### WHO WE ARE:

Lake Tahoe Wildlife Care, Inc. (LTWC) is a 501(c)(3) tax-exempt organization whose mission is to rescue, rehabilitate and release orphaned and injured wild birds and mammals. LTWC operates under permits issued by California Fish & Wildlife, United States Department of Agriculture, and the United States Department of the Interior Fish & Wildlife Service. Our 27-acre location includes multiple wildlife enclosures and a new multi-purpose administration and animal care hospital building.

### PRIMARY RESPONSIBILITIES:

#### **Rehabilitation Program Management**

- Develop, implement, and manage the wildlife rehabilitation program following local, state, and federal regulations, as well as ethical and humane standards
- Recruit, train, and supervise a team of wildlife rehabilitators, volunteers, and interns, providing guidance and support in their daily activities and, when necessary, following LTWC disciplinary protocol to correct staff, intern, or volunteer behavior up to and including dismissal
- In collaboration with the Executive Director, develop and maintain protocols for intake, assessment, treatment, and release of wildlife, ensuring the highest care and welfare standards
- Develop and cultivate partnerships with local organizations, government agencies, wildlife rehabilitation networks, and other relevant stakeholders
- Develop and enforce policies to ensure the safety and security of wildlife patients

- Ensure record keeping and preparation of all applications, renewals, and annual reports for agencies related to permits for wildlife rehabilitation
- Work cooperatively with government agencies (including CDFW, USFWS) regarding all permitted activities and ensure compliance with all applicable laws and regulations
- Supervise wildlife hotline and respond to public inquiries, ensuring that advice is delivered quickly, professionally, and following all relevant laws, regulations, and wildlife management best practices

### **Animal Care and Welfare:**

- Assess and triage incoming wildlife, determining appropriate treatment plans and prioritizing cases
- Ensure that all animal husbandry needs, including food, dietary supplements, water, enrichment, and enclosure setup, are met for all animals in care
- Provide advanced care to hospital patients, including lab work (preparing and reading fecal samples and other diagnostics), radiographs, wound care, splinting, blood draws, and other medical procedures as directed by the veterinarian
- Coordinate patient progress to ensure animals graduate between enclosures and advance appropriately through rehabilitation. Participate in the patient release evaluation process
- Perform euthanasia when necessary, according to program policy
- Ensure the center's facilities, enclosures, and equipment are maintained and updated to provide optimal care for wildlife patients, including assisting with repairs and improvements as needed
- Ensure that patient charts and records are accurately updated by program policy

### **Administrative:**

- Manage the inventory of supplies, medications, and equipment, and ensure their availability for daily operations
- With the help of the Executive Director, monitor and manage the budget for the wildlife rehabilitation program, making strategic decisions to optimize resource allocation
- Conduct presentations and workshops for schools, community groups, and the general public to raise awareness about wildlife rehabilitation and conservation efforts
- Maintain timely daily correspondence with team members via email, phone, electronic messages, and walkie-talkie
- Contribute photos and stories for social media and the newsletter to highlight our wildlife patients, document their journeys, and promote community awareness
- Perform other duties, as assigned, to ensure a positive public image, enhance the organization's operation, and improve the quality of life for animals in the organization's care
- Contribute to the planning and implementation of organization-wide special events and represent the Wildlife Rehabilitation Program at various events

### **REQUIRED QUALIFICATIONS AND COMPETENCIES:**

- Bachelor's degree in wildlife biology, zoology, or a related field
- Ability to obtain a Wildlife Rehabilitation Permit from the California Department of Fish & Wildlife and receive continuing education credits annually
- Minimum of 5 years of experience in wildlife rehabilitation
- A minimum of 3 years of management experience, demonstrating leadership and team coordination skills in progressively responsible roles involving project, personnel, and/or program management
- Advanced knowledge of wildlife rehabilitation standards, including species identification, dietary and habitat requirements, diagnostics, and handling techniques
- Commitment to following wildlife rehabilitation standards for quality of life, including the responsible use

of euthanasia when an acceptable standard is not realistically possible

- Alignment with LTWC's philosophy on wildlife rehabilitation
- Excellent time management skills and ability to prioritize/delegate tasks
- Strong verbal communication & customer service skills
- Ability to foster teamwork, lead by example, approach problems in a solutions-oriented manner, and create a positive work environment through appropriate and timely communication.
- Be punctual, detail-oriented, professional, and dependable
- Rabies vaccinated
- Successful applicants will be required to pass a background check, including motor vehicle records

**PHYSICAL REQUIREMENTS:** 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:

- Must be able to occasionally lift up to 50 lbs
- Must be able to stand for extended periods
- Ability to walk and stand throughout a typical active workday
- Physical ability to engage in repetitive motions of the legs, arms, and hands, as well as the ability to hear and see

LTWC will make reasonable accommodations for known disabilities as required by applicable law.

**PREFERRED QUALIFICATIONS AND COMPETENCIES:**

- Training and/or certification from the IWRC, NWRA, or a similar organization
- Experience working with black bears and eagles in wildlife rehabilitation
- Registered Veterinary Technician (RVT) license
- California radiology certification
- California euthanasia certification

**HOW TO APPLY:**

**Applications will be reviewed on a rolling basis**, with priority given to those submitted by December 28th.

Please apply via our [online application form](#). Contact [info@ltwc.org](mailto:info@ltwc.org) with any questions.

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We encourage you to apply, even if you don't believe you meet every one of our qualifications described.*

**Equal Opportunity Employer:** We are an equal opportunity employer and value diversity in our organization. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status.