
Wildlife Education & Ambassador Coordinator

Schedule: This is a full-time, year-round position that follows a non-traditional work week of Sunday-Thursday, including frequent work required on evenings and weekends.

Compensation: Hourly, non-exempt position starting at \$20-\$22/hr, depending on experience, with 80 hours of paid time off, 5 days of sick time, and holiday pay.

POSITION SUMMARY:

Lake Tahoe Wildlife Care (LTWC) is seeking a Wildlife Education & Ambassador Coordinator to lead our education programs, working in collaboration with the Community Programs Coordinator. In this role, you will design age-appropriate curricula, organize and lead seasonal camps, and expand LTWC's reach through school partnerships, on-site programs, community education, and virtual learning opportunities.

Alongside program leadership, you will oversee the care, training, and use of LTWC's animal ambassadors, ensuring they are integrated into educational programming in safe and engaging ways. This position also coordinates a team of trained volunteers to assist with ambassador handling and education delivery.

The ideal candidate will be passionate about education and conservation, skilled in creating dynamic, memorable experiences for learners of all ages, and committed to inspiring a lifelong connection to Lake Tahoe's unique ecosystem. They will bring strong collaboration skills, flexibility, a proactive approach to problem-solving, and a positive, friendly attitude that fosters a supportive and welcoming work environment. This role reports directly to the Wildlife Care Manager and works closely with the Community Programs Coordinator.

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, the United States Department of the Interior Fish & Wildlife Service and the United States Department of Agriculture. Our 27-acre location includes multiple wildlife enclosures and a new multi-purpose administration and animal care hospital building.

PRIMARY RESPONSIBILITIES:

Animal Training

- Provide day-to-day care for ambassador birds and mammals, including, but not limited to, cleaning, feeding, watering, medicating, observing, and record-keeping
- Oversee animal diets and adjust as necessary.
- Facilitate training and enrichment programs for all ambassador animals
- Collaborate with the Wildlife Care Manager to create health evaluations for animal ambassadors
- Monitor animal health and well-being, and report suspected or observed animal illness or injury to appropriate staff

- Assist as needed with administering medications, providing treatment and restraining, including maintenance of beaks, talons/claws, and feathers
- Develop and evolve policies to ensure the safety and security of ambassador animals
- Maintain and promote the safety of staff, volunteers, and guests

Education Program Delivery

- Provide engaging outreach and education for diverse audiences during tours, camps, programs, and presentations, both in-person and virtually
- Lead and coordinate youth education initiatives, including seasonal camps for kids
- Develop detailed educational program outlines and guidelines for both on-site and off-site guests, ensuring alignment with LTWC's permits and mission statement.
- Work with local school districts, partner organizations, and other educational providers to develop and deliver personalized educational programs in collaboration with the Community Programs Coordinator
- Promote and maintain competitive pricing for programs
- Act as an ambassador and spokesperson for LTWC and its mission as directed by leadership
- Assist the Community Programs Coordinator with tabling events as needed.
- Provide educational programming for eco-tourism initiatives, including snowshoeing, nature hikes and walks, kayaking, and other outdoor experiences.
- Assist the Community Programs Coordinator with delivering educational presentations for the Wild Wonders Learning Series.

Volunteer Coordination

- Oversee the training and development of volunteers and interns within the education and ambassador program
- Help create and maintain a Wildlife Education Intern Program & Policy Packet
- Supervise volunteers while on shift and provide constructive feedback on an ongoing basis
- Collaborate in developing the Ambassador Volunteer Handbook & Guidelines

General Administration

- Maintain timely and professional correspondence with LTWC's staff and volunteers, partners, and the public via phone, email, and in-person interactions
- Assist in creating and refunding invoices for educational programs and events
- Oversee record keeping and preparation of all applications, renewals, and annual reports for agencies related to permits for education

REQUIRED QUALIFICATIONS AND COMPETENCIES:

- Bachelor's degree in animal science, animal husbandry, biology, zoology, fisheries & wildlife science, or a related area
- At least three years of experience handling and training birds of prey, mammals, and reptiles
- Working knowledge of approved animal handling/training techniques, focusing on positive reinforcement/choice-based training.
- Proven commitment to veterinary standards for quality of life, including responsible euthanasia when necessary.
- Alignment with LTWC's philosophy on animal husbandry and training, including position statements from IAATE and the ABMA.
- Experience with curriculum development
- Strong verbal and public speaking skills.
- Excellent time management skills, detail-oriented, professional, and dependable.

- 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 hold a 5-10 lb. bird on the glove for 30 minutes
- Must be able to stand for long periods of time

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

PREFERRED QUALIFICATIONS AND COMPETENCIES:

- Training and/or certification from the ABMA, IATCB, or a similar organization
- Familiarity or experience working in wildlife education and/or rehabilitation
- Bilingual
- Proficiency in Canva, Microsoft Word, and Microsoft PowerPoint.

HOW TO APPLY:

Applications will be reviewed on a rolling basis, with priority given to those submitted by September 21st, 2025. Please apply via our [online application form](#). Contact 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.