



# WOLF HOLLOW

## Wildlife Rehabilitation Center

A Non-profit Corporation Serving Wildlife Through Rehabilitation, Research & Public Education

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**Job Title:** Wildlife Rehabilitator Manager

**Primary Objectives:** To treat injured and orphaned wildlife with the goal of returning them to the wild, and to lessen mental and physical suffering in patients. To oversee all daily aspects of rehabilitation and to train and supervise seasonal rehab staff and animal care volunteers at Wolf Hollow.

**Reports to:**

1. Executive Director

**Responsibilities:**

**A. Treatment of Animals**

1. Perform daily animal care tasks, including night feeds at home.
2. Perform intake exams and establish treatment plans for injured, orphaned or sick wildlife admitted to the center.
3. Establish diet and feeding schedules for staff to follow.
4. Use the most appropriate medication and procedures to treat patients.
5. Use natural history knowledge and available resources to determine enclosures and placement of animals throughout care.
6. Well versed in emergency care and various emergency feeding techniques.
7. Follow the center's policies on animal care, release and euthanasia. Establish new policies as needed given new knowledge.
8. Maintain a quiet work environment around animals in care.
9. Respond to emergency calls, including some nights on call.
10. Perform necropsies when needed.
11. Maintain an adequate supply of animal food, medical supplies and equipment. In charge of ordering and communicating needs to the Executive Director.

**B. Consultation**

1. Consult with veterinarians to determine the appropriate medications and treatment procedures as needed.
2. Network and maintain good relationships with other rehabilitation centers to share information.

**C. Supervision**

1. Provide supportive training and supervision for other staff, animal care volunteers, and interns.
2. Assign tasks to other staff, animal care volunteers and interns. Observe and give helpful feedback so they can grow in their knowledge and confidence.
3. Maintain effective communication with rehabilitation team for optimal animal care.

4. Maintain a high level of morale with rehabilitation team and volunteers. Positive feedback and clear instructions are key.
5. Solve interpersonal problems in a professional and kind manner. Involve the Executive Director when you need support.
6. Assist the Executive Director, when requested, in hiring rehabilitation personnel, seasonal staff and interns.

**D. Facilities**

1. Work with other staff to keep all areas of the center clean and in good repair.
2. Keep maintenance staff informed of all maintenance needs.
3. Work with other staff to develop plans for new facilities.
4. Assist with routine maintenance and repairs of cages and rehabilitation facilities.

**E. Knowledge**

1. Obtain a Washington State Wildlife Rehabilitator's license upon initial employment at Wolf Hollow.
2. Have a minimum of 1,000 hours of wildlife rehabilitation work. Multiple years preferred.
3. Attend rehabilitation conferences and wildlife lectures and seminars when funding is available.
4. Read and review new wildlife rehabilitation publications on a regular basis.
5. Maintain and frequently use the center's library of rehabilitation reference materials.
6. Keep current with information on animal care techniques and relevant disease transmission.
7. Investigate alternative care methods when needed.

**F. Administration**

1. In charge of keeping accurate records on all animals admitted to the center and animal related calls.
2. Work with the Executive Director and rehabilitation staff to set work schedules for each other, volunteers, and summer interns.
3. Work with Volunteer Coordinator to set up animal care volunteers' work schedules.
4. Interface with Washington Department of Fish and Wildlife, U.S. Fish and Wildlife Service, National Marine Fisheries Service, and San Juan County Marine Mammal Stranding Network in a helpful and professional manner.
5. Maintain the centers' animal care database and complete and submit all federal and state forms on time.
6. Participate in weekly staff meetings, one on one, and planning sessions with the Executive Director.
7. Review and update the Animal Care Procedure Manual annually.
8. Submit personal timesheets at the end of each month to the Executive Director.

**G. Interaction with the Public**

1. Interact with the public in a polite and professional fashion, both in person and on the phone.
2. Provide helpful and accurate information on wildlife topics to visitors and callers.

3. Keep calm when anyone is upset or when you are angry in a tense situation.