

# Wolf Hollow Wildlife Rehabilitation Center

**Job Posting:** Wildlife Rehabilitation Manager

**Location:** Friday Harbor, San Juan Island, Washington State

**Position:** Full Time Wildlife Rehabilitation Manager

<https://wdfw.wa.gov/species-habitats/living/injured-wildlife/rehabilitation/requirements#:~:text=Be%20at%20least%2018%20years,a%20substitute%20for%20some%20experience.>

## About Us:

Wolf Hollow Wildlife Rehabilitation Center is a preeminent wildlife care facility located on 40 beautiful acres on San Juan Island, Washington. Dedicated to the rescue, rehabilitation, and release of native wildlife species. Our team is committed to providing compassionate care for injured, sick, or orphaned wildlife. Our mission is to promote the well-being of wildlife and their habitats through rehabilitation of injured and orphaned wildlife, public education and non-invasive research.

## Responsibilities:

- Lead and manage the wildlife rehabilitation program at the center.
- Provide skilled care and rehabilitation to injured, sick, or orphaned wildlife species, following established protocols and standards of the facility. Update protocols on a yearly basis.
- Conduct comprehensive assessments of animal health and behavior, develop, and implement appropriate treatment plans.
- Administer medication, perform wound care, and assist with feeding and hydration as required.
- Maintain accurate records of animal intake, treatment, and progress. Write monthly reports. Write yearly reports for internal use and for WDFW and USDFW.
- Ensure the cleanliness and sanitation of enclosures, equipment, and facilities.
- Assist with educational outreach activities and public engagement initiatives.
- Track spending and hours for some grant funding or government reporting.
- Order and track all medications, food and other needed rehabilitation supplies.
- Training and working with a seasonal employee and interns during the busy baby season.

## Requirements:

- Possession of a valid driver's license and good driving record.
- Possession of a valid Washington state wildlife rehabilitation permit or ability to obtain right after being hired.
- Minimum of 1,000 hours of hands-on wildlife rehabilitation experience at a center.
- Demonstrated experience in wildlife care and rehabilitation, with a strong understanding of wildlife biology, behavior, and husbandry.
- Experience working in a healthy team environment.
- Experience working with volunteers on and off site, including orientation and management.

- Excellent communication and interpersonal skills, with a passion for wildlife conservation and education.
- Flexibility to work weekends, holidays, and occasional evenings as needed.
- Physical ability to lift and carry up to 50 pounds and perform tasks requiring bending, kneeling, and standing for extended periods.
- Strong computer skills and record keeping.

**Preferred Qualifications:**

- Bachelor’s degree in wildlife biology, zoology, veterinary science, or related field.
- Several years of wildlife rehabilitation experience at a center.
- Wildlife Rehabilitation Database proficiency.
- Training or certification in wildlife rescue and rehabilitation techniques.
- Raptor endorsement: “500 hours direct practice with and handling of raptors”
- Cervid endorsement: “completed hands-on training for one complete season March through October focused on cervid”

**Work Schedule/Compensation/Benefits:**

- Competitive salary commensurate with experience. Range 53k-58K.
- Work schedule – full-time position, 40+ hours/week, requiring weekend work, and some evening work and travel. Overtime is common in the busy baby season, May-September.
- Vacation – 80 hours per year
- Sick Leave – .25 hour for every hour worked
- Holidays – 9 Federal Holidays paid New Years Day, MLK, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving, Christmas, and one floating day.
- Health Insurance - \$350 per month provided towards expenses if not otherwise insured.
- Training will be provided. Temporary furnished housing is available for the first three months.

**How to Apply:**

Please submit a resume, cover letter, and contact information for three professional references to Chanda Stone, Executive Director. [director@wolfhollowwildlife.org](mailto:director@wolfhollowwildlife.org) In your cover letter, please discuss your relevant experience in wildlife care and rehabilitation, as well as your commitment to wildlife conservation, and working well with a small staff. Applications will be accepted until the position is filled, and applicants can expect to hear back within seven business days. We hope to have the position filled by January 2025.

We are all excited to get to know you and welcome you to our team!