



Director of Wildlife Rehabilitation

The Schuylkill Center seeks a Director of Wildlife Rehabilitation to run its Wildlife Clinic, Pennsylvania's largest wildlife rehabilitation facility. This is a unique opportunity to help the Wildlife Clinic create and grow into its visionary master plan. A full-time, year-round, salaried position, it includes a full range of benefits: vacation, health, dental, and retirement. The Director reports to the Executive Director and serves on the Center's leadership team.

Essential Duties and Responsibilities

- Manage and direct all operations of the Wildlife Clinic, directing treatment for all Clinic animals.
- Manage the Department's personnel, including the hiring, orientation, management, development, and evaluation of all full- and part-time staff, while guiding the growth and development of the department's volunteers.
- Maintain all necessary state and federal permitting and reporting requirements while creating and keeping accurate records for all animals.
- Ensure safe and caring management of the animals, complying with all regulations and requirements.
- Fulfill all the obligations of a Schuylkill Center Departmental Director: serving on the leadership team, creating and following organizational policies while participating in fundraising, budgeting, financial analysis, and more.
- Maintain the educational animals of the organization for use in school and public programming while offering public programs as needed and able.
- Serve as the Clinic's chief spokesperson while making sure the Clinic is represented in our external communications, newsletters, social media, etc.
- Maintain clear and constant lines of communication with the Executive Director and other staff.
- Work with the Director of Land and Facilities to maintain and improve the Clinic's physical facilities, inside and outdoors.
- Work with Development staff to solicit donations and represent the Clinic as needed in fundraising events and donor site visits.
- Work with the Director of Finance to ensure sound financial management.
- Serve as liaison to committees of the Board of Trustees as requested.

Expected Competencies

- A passion for wildlife, nature, and wildlife rehabilitation
- Experience in leading staff, including hiring, mentoring and evaluating
- Experience in administrative functions such as budgeting and reporting
- Skilled in the use of a variety of tools and equipment
- Knowledge of a variety of computer programs, including Word, Excel, PowerPoint, etc.

Education, Experience, and Additional Qualifications

- At least three years of experience managing or working in a similar facility

- All necessary state and federal permits, plus all necessary vaccines required to engage in wildlife rehabilitation
- Helpful: a college degree in a relevant/related field, such as biology or environmental science

Physical Demands/Work Environment:

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will frequently be required to stand, often for long periods, plus walk, sit, talk and hear. Must also be able to carry and manipulate large animals. Must be able to repetitively use hands to operate computers; flex the neck upward and downward; twist the neck and the waist; grasp and reach above and below shoulder level and lift and carry materials weighing up to 20 pounds. Must be able to lift, push or pull 50 pounds for situations requiring animal restraint or movement. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work within standard office environment and indoor/outdoor enclosure areas, animal care and public environments with exposure to environmental conditions such as weather and that include working with/near and caring for animals. There is potential of exposure to parasites and infectious diseases that can be carried and transmitted by animals. While performing the duties of this job the employee may have frequent exposure to loud noises, allergens and potential hostile persons and/or aggressive animals.

Compensation: Salary is commensurate with experience.

To Apply: Please send both a resume and cover letter to Mike Weilbacher, Executive Director, at mike@schuylkillcenter.org. No phone calls please.

Deadline: Please apply by close of business on Friday, March 2, 2018.

The Schuylkill Center is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, religion, gender, gender identity, sexual orientation, disability, or age. Women and minorities are encouraged to apply.