

MARS Wildlife Hospital

Assistant Manager of Wildlife Rehabilitation

2023



Job title: Assistant Manager of Wildlife Rehabilitation

Job type: Full-time, permanent

Number of positions available: 1

Compensation: Commensurate with experience

Fringe benefits: Extended health insurance, paid vacation

Preferred start date: September 1st

Closing date: When filled

MARS Wildlife Rescue Centre is a busy wildlife rehabilitation and education facility located in Merville on Vancouver Island, BC. MARS treats over 1100 animals annually, including raptors, songbirds, raccoons, and fawns.

[Our mission statement is: to conserve and protect wildlife and its natural habitat through wildlife rehabilitation and education.](#)

The Assistant Manager will work closely with the Manager of Wildlife Rehabilitation to provide leadership for the wildlife rehabilitation program in accordance with the mission and values of MARS. They will join a dedicated and supportive team of volunteers and three rehabilitation staff. This position involves a 40-hour work week, which may include evenings, weekends, and holidays.

Responsibilities

Under the direction of the Manager of Wildlife Rehabilitation, the Assistant Manager will:

- Provide leadership in day-to-day Wildlife Hospital operations, managing the treatment and care of all animals in the facility, and supervising staff and volunteers
- Participate in all aspects of animal care, from rescue to release, including:
 - Communicating with the public regarding wildlife situations
 - Coordinating rescues
 - Performing medical assessments, diagnostic procedures, and euthanasia
 - Preparing patient diets, habitats, and enrichment
 - Cleaning the hospital facility, outbuildings, and enclosures

- Research and develop animal care protocols and standard operating procedures
- Maintain accurate rehabilitation records and renew MARS' provincial and federal permits on an annual basis
- Provide patient stories and representation of animal care activities for MARS' social media, website, and Visitor Centre
- Train and develop the rehabilitation team, including volunteers, work experience students, and any seasonal or part-time staff
- Promote a positive team atmosphere during all work activities, contributing to an inclusive and respectful workplace culture
- Participate in regular team meetings to discuss cases, resolve issues, and improve quality of care and the work environment
- Facilitate consistent and productive communication between the Wildlife Hospital and the Visitor Centre, Board of Directors, and MARS' volunteer committees
- Support appropriate planning, purchasing, and storage of Wildlife Hospital inventory and supplies
- Ensure that all Wildlife Hospital activities comply with MARS' health and safety policies and protocols, and act as first aider in response to accidents or injuries (OFA Level 1 training provided)

Qualifications

The ideal candidate will have:

- A university or college degree in a related field
- Experience in wildlife rehabilitation and/or veterinary medicine
- Experience leading and supervising staff or volunteers
- Excellent communication and interpersonal skills
- Strong self-motivation, time management, and organizational skills
- The ability to handle a physically and emotionally demanding workload
- Proof of current tetanus and COVID-19 immunizations, and willingness to get pre-exposure rabies immunization series (provided by MARS)
- Valid driver's license and transportation to/from work

Application Instructions

To apply for this position, please email your resume, cover letter, and three references to gyl@marswildliferescue.com. Documents should be attached in PDF form, with your name and "Wildlife Rehabilitator" in the subject line.

We thank all applicants for their interest, however only candidates selected for interviews will be contacted.