



Director of Wildlife Rehabilitation

The Schuylkill Center seeks a Director of Wildlife Rehabilitation to run its Wildlife Clinic, the only clinic in the City of Philadelphia, annually treating over 2,500 patients of more than 100 species from across the region. The Director oversees every aspect of the facility's operation to ensure the success of its staff and programs.

This full-time, year-round, salaried position includes a full range of benefits, including vacation, health, dental, vision, and retirement, plus discounts in Nature Preschool, Summer Camp, and other programs. 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 and carrying out treatment for all Clinic patients, including performing euthanasia as needed.
- Manage the Department's personnel, including the recruitment, training, development, supervision, and evaluation of all part-time and full-time staff and volunteers.
- Maintain all necessary state and federal permitting and reporting requirements.
- Ensure quality care of all clinic patients while keeping accurate records and complying with regulatory requirements.
- Ensure a positive, professional, and safe working environment at all times for both humans and animals.
- Manage the hotline, providing information to the public in a professional and timely manner.
- Serve as the Clinic's chief spokesperson while making sure the Clinic is represented in communications like newsletters, email blasts, social media, the website, etc.
- Work with the Director of Land and Facilities to maintain the building and outdoor enclosures while identifying needed maintenance and repairs in a timely manner.
- Work with the Development department to assist with donation solicitation, fundraising, and donor site tours.
- Work with the Director of Finance to ensure sound financial management, including crafting and implementing annual budgets for the facility.
- Maintain and expand current relationships with similar institutions, animal control, veterinary practices, and the public.
- Fulfill all the obligations of a Departmental Director: serving on the leadership team, creating and following organizational policies, and more.
- Maintain clear and constant lines of communication with the Executive Director and other staff.
- Serve as staff liaison on the Board of Trustees's Wildlife Clinic Committee.

Expected Competencies

- A passion for wildlife, nature, and wildlife rehabilitation.
- Experience in a managerial role including hiring, supervising, and evaluating staff.
- Experience in administrative functions such as budgeting and reporting.

- Skilled in the use of a variety of tools and equipment.
- Skilled in communications, including writing and public speaking.
- Knowledge of a variety of computer programs in both the Microsoft and Google environments, including Word and Excel.

Education, Experience, and Additional Qualifications

- At least five years of experience managing or working in a similar facility.
- A Bachelor of Science in biology or related field is preferred.
- All necessary state and federal permits or the ability to obtain permits in a timely manner, plus all necessary vaccines required to engage in wildlife rehabilitation, including rabies and tetanus.
- COVID vaccine and up-to-date boosters.

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 the standard office environment and indoor/outdoor enclosure areas, with exposure to environmental conditions such as weather and that include working with/near and caring for animals. There is potential for 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, November 18, 2022.

The Schuylkill Center is an Equal Opportunity employer and provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.