



North Island Wildlife Recovery Association

Box 364, 1240 Leffler Road, Errington, BC V0R 1V0

Tel: (250) 248-8534 • Email: wildlife@niwra.org • Website: www.niwra.org

Job Title:	Wildlife Rehabilitation Program Coordinator (WRPC)		
Reports Directly to:	Operations Manager	Liaise with:	Office Manager
Level/Salary Range:	\$18- \$20 / hour (Negotiable; based on qualifications and experience) 40 hours/week		
Date Posted	September 2017		
Start Date	Immediate; negotiable		

JOB DESCRIPTION

The North Island Wildlife Recovery Centre is a well-established wildlife rehabilitation and education facility located in Errington, BC on beautiful Vancouver Island. Founded in 1984 and overseen by a Board of Directors, Operations Manager and Office Manager; the North Island Wildlife Recovery Association (NIWRA) has continued to grow due to the dedication of staff, the amazing volunteers and incredible community support. NIWRA is a not-for-profit registered charity that advocates the well-being of Vancouver Island wildlife and strives to educate the public about wildlife and related issues. NIWRA is seeking an experienced, capable and versatile person for this new challenging and rewarding full time position.

The Wildlife Rehabilitation Program Coordinator (WRPC) reports to the Operations Manager and will work as part of a team of veterinarians, wildlife care staff, seasonal interns and volunteers. The WRPC will train, coordinate and supervise wildlife care staff and volunteers as well as participate directly in the rehabilitation of 500-600 animals annually and the care of 35-40 resident wildlife. Wildlife contact follows professional protocols. The WRPC will interact with the NIWRA Board of Directors, the public and the media as well as implement periodic educational talks and programs. Professionalism is expected in all aspects of work as the WRPC will represent the mission, vision and strategic directions of the North Island Wildlife Recovery Association.

DUTIES & RESPONSIBILITIES

Organizational

- With Operations Manager revise, develop and review job descriptions for year-round wildlife care staff, interns, and volunteers: the “wildlife care team”
- Recruit, train, schedule and manage wildlife care team members: develop and conduct training workshops; call meetings as needed; provide updates; and encourage growth and competence. Liaise with the Office Manager and Volunteer Coordinator regarding volunteers
- Promptly answer and make phone calls interacting with the public, veterinarians, the media, government, and others as appropriate.
- Initiate communication with media regarding wildlife cases following protocol.
- Coordinate with the Ministry of Environment and veterinarians regarding wildlife cases. Maintain records and generate reports as required.
- Provide Wildlife Rehabilitation Program Coordinator report to the Board of Directors on a monthly basis or as needed.
- Generate reports for the Board and management including operational, statistical ad hoc information as requested.



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Wildlife Care

- Participate in all animal intake and care duties including admission, triage, examination, lab and x-ray diagnostics, administration of prescribed treatments, euthanasia, diet planning, food preparation and feeding, sanitation, pre-release conditioning, release site selection and release.
- Rescue and transport wildlife. Work with existing animal rescue/transport volunteers and recruit and train additional volunteers as needed.
- Coordinate transport/transfer of wildlife patients between rehabilitation centres.
- Maintain all necessary permits and ensure compliance.
- Maintain detailed records including intake forms, patient-files, care instructions; perform data entry of files and analysis of records.
- Photography/videos of intakes and wildlife cases. Maintenance of photos/videos on computer. Provide stories, photos/videos for NIWRA Facebook/Instagram and other promotional use as requested.
- Follow treatment protocols and diet formulas for birds and other animals in rehabilitation.
- Participate in the Black Bear rehabilitation program following general care, diet, sanitation, records, and release protocols.
- Ensure facility hygiene and adherence to health and safety protocols.
- Feed and clean rehabilitation patients and permanent residents when other animal care staff and volunteers are not available.
- Monitor levels of feed and supplies and order as needed.
- Ensure pick up of supplies and donations required.
- Must be able to work on short notice and in emergency situations.

Education Animals (non-releasable permanent birds/other animals)

- Play an active role in the NIWRA “Discovery Campus” concept recognizing that wildlife rehabilitation and public education go hand in glove.
- Participate in diet planning, food preparation and feeding, species appropriate enrichment, health care protocols, and enclosure sanitation of permanent resident birds/other animals.
- Coordinate/work alongside volunteers in “on-glove” raptor training in-house program and with on-glove raptor public education programs on and off-site.
- Provide wildlife education programs as requested.
- Participate in facility enclosure design, construction, and maintenance as required.
- Help ensure safety of the public and of resident animals.



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Professional

- Stay abreast of current wildlife rehabilitation practices through regional, national and international wildlife rehabilitation associations.
- Connect with other rehabilitation organizations and associations for opportunities to cooperate in animal care and/or research.

JOB QUALIFICATIONS

- Must be legally entitled to work in Canada (proof required) and must undergo a criminal record check.
- Must have a valid BC Driver's license with clean driving abstract (proof required)
- Must be able to speak English

PHYSICAL/ HEALTH REQUIREMENTS

- Good stamina and health
- Capable of standing, walking, bending, lifting reaching, capturing animals, and work in all types of outdoor conditions including the possibility of wading into water.
- Comfortable (following safety protocols) working with animals with parasites, zoonotic diseases, potentially dangerous animals, and chemicals
- Must be vaccinated for tetanus and be willing to have rabies vaccination.

PREFERRED SKILLS & ABILITIES

- Excellent "people skills" and superior communication capabilities.
- Comfortable working with animals in educational programs.
- Comfortable with public contact. Public speaking experience and/or teaching a plus.
- Intermediate computer skills including MS Office Suite applications.
- Well organized with the ability to manage time efficiently and effectively.
- Ability to develop schedules, maintain records, and supervise staff and volunteers.
- Ability to write reports.
- Excellent teamwork skills and good work ethic.
- Ability to be flexible to meet the needs of the wildlife and the organization.

PREFERRED EDUCATION and/or EXPERIENCE

- A minimum of 2 years of post-secondary studies in biological sciences, animal health care, or relevant field. A Bachelor's degree is preferred.
- Minimum 2 years wildlife rehabilitation or husbandry experience and/or basic rehabilitation skills certification from a provincial or international body. Related advanced skills and/or experience preferred.
- Teaching/nature interpretation experience a plus.



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- Animal care experience with small to medium size wild mammals (e.g. Squirrels, raccoons, fawns), birds including raptors, songbirds, waterfowl, seabirds, and a willingness to learn about and work with other animals such as bear cubs, beaver, etc.
- Knowledge of natural history, identification, and behaviours of BC wildlife species a plus.
- Familiarity with provincial and federal government wildlife regulations and rehabilitation permit requirements.
- Knowledge of IWRC/NWRA minimum standards a plus.
- Relevant organization membership(s), leadership roles, internships, volunteer work and hobbies will be considered as supportive experience.

TO APPLY

Please submit cover letter, resume, and contact information for 3 references via email to:

ATTN: Robin Campbell, Operations Manager

EMAIL: wildlife@niwra.org

PHONE: (250) 248-8534

Last Updated By:	Jodi Young	Date/Time:	September 15, 2017
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Approved By:	Robin Campbell	Date:	September 15, 2017
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