

# Woodlands Wildlife Refuge

## JOB DESCRIPTION

**Position Title:** Wildlife Clinic Supervisor  
Reports to: Wildlife Program Director

Date: 4/1/2026  
Status: Exempt

**General Description:** As part of the care team this employee will supervise and assist with the daily care and treatment of the animals and manage the general needs of the shift and treatment areas. Additionally, he/she will provide administrative support as required that may include general office duties and phone work.

**Minimum Qualifications:** Experience handling mammal and reptile species at a wildlife rehabilitation facility or similar. Pre-exposure rabies vaccine is required and will be provided if necessary. Veterinary Technician experience desired, or the following qualifications: knowledge of basic wound management, gavage, administering IM and SQ shots, and fluid therapy. Basic computer skills are required as well as general office and phone skills.

**Reporting Structure:** This position is created by the Executive Director and is under the purview of the Wildlife Program Director.

**Hours:** A schedule of approximately 40 hours a week subject to adjustment as deemed necessary and agreed upon with management. Schedule may include hours during evenings, weekends and holidays. Days off, including holidays, are dependent upon adequate coverage for animal care and/or approval of the Wildlife Program Director. As an employee, volunteering must be limited to non-job-related duties.

**Compensation:** This position is paid on a bi-weekly basis. Starting salary is \$39,500. We offer participation in a simple IRA and a stipend toward health insurance.

**Key Accountabilities:** (Essential Responsibilities include, but are not limited to the following):

- Supervise/assist the Wildlife Program Director with the general needs and maintenance of all treatment areas.
- Supervise/assist with the general flow of shifts and to keep care and feeding schedules on track.
- Supervise/assist with critical care and intake needs as necessary.
- Provide and maintain daily proper care and treatment of all Education Ambassadors.
- Supervise/assist in determining and maintaining the daily/weekly care of the animals including weighing, menus, releasability, medical needs, critical care, etc.
- Assist the Wildlife Program Director with any issues that arise concerning the general care/treatment of the animals.
- Supervise/assist with the releasing of wildlife.
- Assist staff team with responding to Woodlands' Hotline Calls
- Maintaining volunteer and intern databases and other records (including applications, waivers, and hours).
- Supervise/assist in scheduling and training volunteers and interns.
- Work with the Wildlife Program Director on volunteer performance reviews.
- Assist staff team with Animal Admissions data entry

**Other Duties:**

- To participate on the "Response Team," answering the public's questions/concerns about wildlife and being available to assist volunteers in-person or over-the-phone with animal emergencies.
- Office duties as specified by the Wildlife Program Director, which may include, but are not limited to data entry, correspondence, filing, phone work, etc.