

Wildlife Hospital Manager

Hours: 40 hours/week
Pay: \$24.00 - \$30.00 hourly
Closing: when filled



Wildlife Rescue Association of BC

Established in 1979, Wildlife Rescue Association of BC is a leader in the rehabilitation of wild animals and is committed to educating the public on how to coexist peacefully with wildlife. Located in Burnaby, BC, we are western Canada's busiest wildlife rehabilitation centre, with over 6,000 animal patients admitted each year.

The Wildlife Rescue Association of BC is located on the ancestral and unceded homelands of the hən̓q̓əmiñəm and Skwxwú7mesh speaking peoples. We are grateful for the opportunity to be on this beautiful, shared territory.

About the Role

We have an exciting opportunity for a Wildlife Hospital Manager to join our team! This exciting role is ideal for an individual with management experience who wants to support the development of a multifaceted program. The Wildlife Hospital Manager has a central role in the organization with strong connections to the Support Centre, Volunteer program and Fund development. Program planning and development are a high priority of the role, as a result, a high amount of office work is anticipated.

Responsibilities

- Participate in the collaboration and communication between other programs and departments within the organization
- Provide leadership, management, and supervision of Wildlife Hospital staff in collaboration with the hospital management team
- Ensure appropriate policies, protocols and standard operating procedures are developed, adhered to, and reviewed annually
- Oversee the development of hospital program infrastructure, operational plans, and annual program budgets, in line with the organizations mission, vision, and mandate
- Ensure compliance with internal reporting systems and provide support for external reporting to government agencies and funding sources
- Participate and collaborate in animal care, medical treatments, and rehabilitation procedures, ensuring the continuous improvement of safe, appropriate, and humane care.
- Conduct ongoing employee evaluations and lead the development of innovative hospital staff roles and responsibilities
- Participate in the recruitment and hiring of hospital team members
- Collaborate with Hospital staff to maintain and ensure a safe and productive work environment
- Manage and approve hospital personnel timesheet and absence management requests

Qualifications & Experience

- Minimum 4 years experience working in wildlife rehabilitation or similar discipline
- Minimum 2 years experience in leadership and supervision of staff

- Experience developing and implementing procedures and protocols
- Knowledge creating and managing a program budget
- Understanding of operational and strategic planning
- Ability to excel in a fast-paced dynamic team environment
- Exceptional communication, organization, and time management skills
- Ability to work flexible shifts, evenings, weekends, and statutory holidays (no overnight shifts)
- Proof of current tetanus and COVID-19 vaccination in line with WRA's vaccination policy
- Willingness to obtain criminal record check

Desirable Assets

- A university degree/diploma in biological sciences or similar
- Knowledge of British Columbia's native wildlife
- Experience with staff planning and scheduling
- IWRC training and certification
- Knowledge of Health and Safety practices in the workplace
- Applied conflict resolution and mediation skills

Why Should You Apply

- You are a natural leader
- You have a passion for wildlife rehabilitation, and you want to contribute to a cause that positively impacts BC's native wildlife species
- You value working with like minded individuals and want to share your knowledge and skills
- You value a dynamic work environment and you're not afraid to get your hands dirty
- You value a culture of wellness and appreciation
- Extended medical and dental benefits package
- Vacation entitlement starting at 3 weeks, following a successful probation period

Equity, Diversity, and Inclusion

It is WRA's policy to provide equal opportunity for all qualified employees and applicants for employment without regard to race, colour, religion or creed, gender, age, disability, national origin, language, political belief, criminal record, pregnancy, marital status or sexual orientation.

Reasonable accommodation will be made for persons with disabilities.

This policy applies to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

If you need assistance or an accommodation, you may contact us at recruitment@wildliferescue.ca.

To Apply

Submit your cover letter and resume together in a single pdf file using our online form:

<https://app.smartsheet.com/b/form/a14ecdf2d370443fb095a00c49f5cf4f>

Applications for more than one position at Wildlife Rescue are accepted.

Please be advised that only short-listed candidates will be contacted for interviews, and Wildlife Rescue would like to thank all applicants in advance for their interest