

## Wildlife Hospital Assistant Manager

**Hours:** 40 hours/week  
**Pay:** \$22.00 - \$26.00 hour  
**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 hən̓q̓əmiñəḥ̓ 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 Assistant Manager to join our team! This exciting position is responsible for supporting the day-to-day hospital operations in a way that ensures the highest quality of care for our wildlife patients. As a member of the hospital management team, the Assistant Manager is responsible for supporting the supervision of hospital program staff and for participating in the development and implementation of annual operational plans that contribute and support the strategic goals of the organization.

### Responsibilities

- Oversee and participate in animal care, medical treatments, and rehabilitation procedures, ensuring the continuous improvement of safe, appropriate, and humane care.
- Support in ensuring appropriate policies, protocols and standard operating procedures are developed, adhered to, and reviewed, in collaboration with the Hospital Management team.
- Provide leadership, management, and supervision of allocated Wildlife Hospital Staff.
- Support in developing and implementing annual operational plans for the Wildlife Hospital that support the strategic goals of the organization.
- Support in ensuring stable, consistent, and productive communication with and among hospital staff and volunteers.
- Support in ensuring appropriate and effective record-keeping systems are devised and maintained.
- Support the implementation of a performance management framework that inspires hospital staff to embrace individual leadership qualities and encourages the team to stretch their strengths in the best interests of themselves and the organization.
- Participate in the recruitment and hiring of hospital team members.

### Qualifications & Experience

- Experience in the field of wildlife rehabilitation or similar discipline
- Experience in leadership, daily supervision, and training of staff
- Experience developing and implementing procedures and protocols

- Ability to excel in a fast-paced dynamic team environment
- Exceptional communication, organization, and time management skills
- Drive to develop yourself and your colleagues
- Ability to work flexible shifts, evenings, weekends, and statutory holidays (no overnight shifts)
- Proof of current tetanus and COVID-19 vaccination inline with WRA's vaccination policy
- Willingness to obtain criminal record check

#### Desirable Assets

- A university degree/diploma in Biological Sciences or similar discipline
- Knowledge of British Columbia's native wildlife
- Experience with staff planning and scheduling
- IWRC training and certification
- Experience with operational or strategic planning
- Experience managing a program budget
- Knowledge of Health and Safety practices in the workplace
- Applied conflict resolution and mediation skills

#### Why Should You Apply

- 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 grow your professional network
- You value a dynamic work environment and you're not afraid to get your hands dirty
- You value a culture of wellness and appreciation
- Gain valuable skills in wildlife rehabilitation
- You want to share your knowledge and skills in animal care and husbandry
- 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](mailto: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/06699726be884725ad66363eb6acbf70>

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

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

