



SIERRA WILDLIFE RESCUE

BABY BIRD NURSERY (BBN) ASSISTANT MANAGER POSITION

Position Overview

The BBN Assistant Manager supports all aspects of BBN operations and animal care. The Assistant Manager position is a full-time, 40 hours per week, salaried, exempt position during the weeks when the Nursery is open, approximately May through early August. See below for a complete job description. Pay \$1250/biweekly. Direct questions, a letter of interest and resume to Michael Damer at mjdamer@gmail.com or call 530-622-3437 no later than March 15, 2019.

Qualifications

- Prior experience in a supervisory capacity in a wildlife care setting desirable
- Prior experience working in a passerine rescue and rehabilitation setting desirable
- Experience in advanced avian care desirable

Job Description

This non-benefitted, seasonal position works with the Director of Avian Care and the BBN Operations Manager and is full-time during the weeks when the Nursery is open, approximately May through August. Hours of the BBN at 7 am to 7 pm, 7 days a week. Workday will be 8 ½ hours with ½ for lunch as well as 2 15-minute breaks. Assistant Manager must be available for weekend work during BBN season as necessary. During the off-season, the position is voluntary. The principal care responsibilities are as follows:

1. Shares responsibility for successful interface internally, with the Songbird Team, and externally, with other rehabbing groups.
2. Supports all aspects of managing the Nursery, including overseeing other paid positions and all volunteers (shift leaders, assistants, volunteers and interns).
3. Create and maintain an environment where volunteers are valued and committed to the care of the baby birds and to the support of each other.
4. Shares authority, responsibility, and accountability for all aspects of baby bird care and transfer.
5. Responsible to ensure shift leaders and volunteers get the required training and the support they need. Supervise delegated training activity.
6. Meets regularly with Operations Manager, Shift Scheduler and Team Leaders to obtain volunteer feedback.
7. Works with Operations Manager to oversee/manage the following groups to maintain effective coordination BBN interns, shift leaders, BBN scheduler and flight cage coordinator.
8. Interface with purchasing to ensure adequate inventory of supplies.
9. Manage triage/intake/transfer of non-Baby Bird Nursery species as necessary when Nursery space is needed to temporarily hold these animals. Volunteers and staff will need specific training to handle these patients, to be provided by species rehabber team leaders.
10. Request items/funding from DAC/Operations Manager as needed to ensure a safe and comfortable working environment in accordance with the Code of Conduct.

