



37175 Hickory Street, Newark CA 94560

(510) 797-9449

Wildlife Rehabilitation Center Manager

Send resume and cover letter to Paul Arvin paularvin@gmail.com and ohswildlife@yahoo.com

THE ORGANIZATION:

Ohlone Humane Society is a 501 (c) 3 non-profit that has served the communities of Newark, Fremont and Union City since 1983. The wildlife center facility is located at 37175 Hickory Street Newark, California. Approximately 500-1200 injured or orphaned wildlife come into our care annually.

THE POSITION:

Ohlone Humane Society's wildlife rehabilitation program serves the public and community by treating injured and orphaned native wildlife, as regulated and authorized under the government agencies and the permits under which we operate. The ultimate goal is to release these wild animals that come into our care by providing them the best medical and husbandry care possible to prepare them for their return to the wild. We also educate the public and encourage the public to have respect and compassion for all living things that we share this planet with. The center manager is responsible for making sure the rehabilitation program functions at it's best, overseeing daily operations of the center, implementing policy, procedure and management of the program. In addition the center manager is responsible for fostering, developing and maintaining all professional relationships with other wildlife rehabilitation centers in the area, animal services departments, veterinary professionals in the area, volunteers, the board of directors and most importantly the public and communities we serve. The center manager is also responsible for overseeing all training of support staff, volunteers and for making sure the program operates legally and responsibly, complying with all local, state and federal regulations and most importantly for the well being of all animals that come into our care.

RESPONSIBILITIES:

- Train and supervise support staff and all volunteers. Maintain a working environment of professionalism, respect and positive relationships among staff and volunteers. Insure a high level of customer service is provided to the public.
- Develop and maintain and update policies, protocols and procedures and ensure that all are well communicated between the board of directors, volunteers and support staff.
- Ensure the highest level of care and husbandry are extended to all patients that come through our doors.
- Oversee initial and on-going training of staff, team members and volunteers to ensure that the most up to date protocols, procedures and awareness of the welfare of the animals in our care is met.
- Oversee all intake, treatment, husbandry and welfare of all animals in our care is met to the best of our ability.
- Keep permits updated and insure compliance with state and federal regulatory agencies. Compile end of year annual reports as required by law and under the conditions of the permits under which we operate.
- Daily inventory of supplies needed to operate and order supplies as necessary.