

# Wildlife Coordinator Job Description

*Full-time, year-round, permanent*

June 2018

The Audubon Center seeks a passionate animal care specialist and educator to fill our position as Wildlife Coordinator.

The Audubon Center is currently home to 10 non-releasable education birds (8 raptors, 2 corvids), an American porcupine, a domestic rabbit and a number of fish, reptiles and amphibians. A number of the animals are used regularly in our educational programming for K-12 school groups, summer camps, retreats, outreach and special events. Our animals our important members of our teaching staff and are seeking someone who can continue to train and care for them so they can flourish as species ambassadors and live a comfortable life.

The Wildlife Coordinator will also have a key role in training and mentoring our naturalist intern staff. Interns choosing our Wildlife Specialty path will look to the Wildlife Coordinator for top-quality training, education, guidance and support. Interns are in residence with us for 12-24 months. During this time, they train to become effective and successful educators. The Wildlife Coordinator plays an important role in helping us develop confident and competent young professionals.

## **ESSENTIAL DUTIES, SKILLS and RESPONSIBILITIES:**

### **Animal Care: 50%**

- Maintain a high-performance level of wildlife coordinator duties including excellent animal care and training.
- Manage all equipment design, maintenance, repair, and ordering as it pertains to raptor housing and care.
- Monitor health and behavior of the resident animals and communicate changes to the Raptor Center or our veterinarian resources. Oversee administration of medications as applicable.
- Coordinate and supervise activities of interns and volunteers.
- Maintain all necessary permits, annual reports, and permit procedures.

### **Teaching & Outreach: 40%**

- Work collaboratively with the education manager to continually improve raptor-related curriculum and programs.
- Train and mentor wildlife specialty interns to ensure all education animals are cared for.
- Train and mentor interns to reach a competency in bird and mammal handling to fulfill programming needs.
- Teach classes to K-12 students and adults in ecology, natural history & culture, wildlife and adventure themes (including high ropes course, climbing wall, canoeing, fishing).
- Collaboratively schedule, organize and lead mission-matched outreach programs throughout the region.
- Market/advertise wildlife outreach program.
- Work with inquiring groups to plan outreach programs.

### **General Education Department: 10%**

- Manage annual animal care budget.
- Work on wildlife enhancement programs for organization's property with appropriate staff.
- Attend staff meetings and at least two special events per year.
- Oversee the Sponsor-a-Wild Critter program.

## **QUALIFICATIONS:**

- Minimum of 3 years prior paid bird care (husbandry and training) experience.
- Minimum of 2 years teaching experience, preferably in a non-formal/informal setting.
- Experience with operant conditioning and enrichment techniques is required.
- Strong interpersonal skills to be able to actively foster constructive attitudes and positively participate in a team environment.
- Enthusiasm for mentoring and training interns.
- Ability to present programs to large groups is required.
- Communicate effectively with supervisor and colleagues, both written and orally.
- Demonstrate computer proficiency to complete the functions of this position.
- Must be dependable and willing to work flexible hours, weekends and holidays.
- Must be willing to fully support the Audubon Center's strategic plan, mission and values, and work with all Center staff to support these plans.
- The ability to use light power tools after suitable training; additional light carpentry skills are a plus.
- Equal passion for animals and humans required!

## **EDUCATION:**

- Four-year degree in biology, ecology, or education or equivalent
  - OR
- Two-year degree or certificate in animal husbandry, captive wild animal management, environmental education or equivalent
  - OR
- Sufficient relevant paid experience will be considered

## **DRIVING REQUIREMENTS:**

- Must obtain and maintain a valid Minnesota driver's license.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

- Must be able to work outdoors in all weather conditions and have the physical ability to perform appropriate work. The ability to lift 30 pounds regularly and 50 pounds as needed.

*\*This job description is not intended to be all-inclusive; therefore, the employee may be required to perform other reasonably related duties as assigned by management.*

## **Compensation:**

- Medical/dental insurance available
- Retirement match
- 10 paid holidays per year
- 15 days of PTO/year; increases after 5 years
- Salary commensurate with experience

*All job offers contingent upon candidate passing a complete background check.*

## To Apply

Send a cover letter, resume and contact information for three professional references to:

Connie Haugen, Program Director  
haugen@audubon-center.org  
Audubon Center of the North Woods  
PO Box 530  
Sandstone, MN 55072

***Application review will begin July 20, 2018. Applications will be accepted after that date, but ones received on or before that date will be given priority.***

Established in 1968, the Audubon Center of the North Woods (ACNW) is a private, non-profit 501(c)3 residential environmental learning center (RELC) and green retreat & conference center on Grindstone Lake near Sandstone, MN – 90 miles north of Minneapolis/St. Paul. We offer a great variety of outdoor and environmental education experiences for people of all ages – youth, families and adults – and are an ideal K12 school field trip and student travel destination. In addition to our on-site programs and camps, ACNW provides outreach programs throughout the region. All of our facilities are also available for rental – perfect for hosting your own retreat or conference at our beautiful 780-acre lakeside location.

Our Mission: To instill a connection and commitment to the environment in people of all communities through experiential learning.

Our Vision: A healthy planet where all people live in balance with the Earth.