



## **We're Hiring!**

### **Animal Care Crew Manager**

**Location of Position:** Marin Headlands, Sausalito, California

**Reports to:** Animal Care Crew Senior Manager

**Position Classification / Expected Time commitment and work schedule:** This is a full-time salaried, non-exempt position.

- Regular onsite work is required.
- Evening, weekend, and holiday work is required.
- Occasional travel to satellite facilities and/or fieldwork is required.

**Compensation Range:** \$62,400 – 66,560 annual salary

**Full Benefits:**

- Holidays
- Sick Time
- Vacation
- Medical, Dental, and Vision
- Life Insurance
- Long Term Disability Insurance
- 401k Retirement Plan
- The Marine Mammal Center offers benefits to support the emotional wellbeing of you and your loved ones (*Employee Assistance Program*)

**Job Summary:**

The Animal Care Crew Manager (ACCM) provides support and mentorship to Animal Care Crew Volunteers at The Marine Mammal Center's Sausalito hospital. Working alongside 25+ different animal care volunteer teams (crews) who care for the animal's undergoing rehabilitation, primarily supports the volunteers but also provides varying levels of hands-on animal care.

**Essential Functions:**

Leadership & Management: 70%

- Provide leadership, training, expectation setting, and coaching to animal care volunteers.
- Provide people management coaching to volunteer animal care crew supervisors.
- Provide training to experienced volunteers in advanced animal care procedures.
- Partners with other members of the Hospital Operation team and/or Volunteer Engagement team to identify and resolve problems, implement process improvements and other special projects as they arise.
- Ensure that night crews have regular staff presence, support, and receive timely, clear, and efficient updates and communication from staff and animal care crews.

- Under the direction of the Animal Care Crew Senior Manager, has formal feedback discussions with crew supervisors and other volunteers, including documentation and coordination on resolution management as needed.
- Support animal care crew events and programs as directed by the Animal Care Crew Senior Manager.

#### Technical: 25%

- High level of experience and knowledge in routine husbandry needs, including but not limited to feeding, cleaning, and administration of medication.
- Manage and assist animal care crews in more advanced animal handling procedures.
- Lead any animal care volunteer shift as needed.
- Under the direction of the Clinical Team, perform select advanced medical techniques outside of the scope of volunteer responsibilities.
- Develop training programs and materials for Animal Care volunteers.

#### Other Duties as Assigned: 5%

- Perform special projects and research as assigned.
- Perform other duties as assigned.

#### **Supervisory Responsibility:**

500 – Animal Care Volunteers

#### **Knowledge, Skills, and Abilities:**

- Broad working knowledge of basic principles of anatomy and behavior of a variety of marine mammal species.
- Working knowledge of basic methods and techniques of veterinary clinical procedures.
- Ability to communicate clearly and timely with the veterinarians and veterinary technicians, volunteers, and other personnel to ensure patients receive the care they need.
- Ability to work closely with wild animals, which requires physical strength, dexterity, and reflexes to keep themselves and other personnel around them safe.
- Ability to provide appropriate and timely assistance with medical emergencies in a variety of situations and conditions.
- Ability to react appropriately and calmly in emergency situations.
- Ability to understand and follow written and oral instructions and priorities as set by management.
- Establish and maintain effective working relationships with those contacted in the course of work, which includes volunteers, interns, staff, and others.
- Maintain mental capacity which permits making sound decisions and good judgements, prioritizing work activities, demonstrating intellectual capabilities.
- Willingness to support and participate in The Marine Mammal Center's diversity, equity, and inclusion programs.
- Communicate and interact effectively with people across cultures, ethnic groups, and identities.
- Practice self-awareness and respect while engaging with people of diverse backgrounds.

**Certifications and/or Licenses:**

- Valid driver license with acceptable motor vehicle record to maintain standards of insurability.
- Proof of COVID-19 Vaccination or waiver (medical or religious)

**Preferred Education and Experience:**

Minimum 3 years of supervisory and leadership experience. Any combination of education, experience, and training equivalent to a minimum of 3 years of animal care experience, with a strong preference for experience with wildlife, zoo, or aquarium species.

**Work Environment & Physical Requirements:**

- This position operates in a professional office, laboratory, and hospital environment both indoors and outdoors with access to other parts of the facilities via outdoor pathways.
- Working in outdoor weather conditions and elements.
- Routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
- Ability to work at a desk for extended periods of time using a computer.
- Exposure to allergens and zoonotic diseases.
- Involves smells associated with animals and the care of animals.
- Risks associated with animal handling such as animal bites or scratches.
- Ability to lift and/or move up to 50 pounds.
- Ability to crouch down, move quickly, and work with large animals.
- Ability to spend extended periods on your feet, walking, and climbing stairs (potentially in inclement weather conditions).

**Position Type, Expected Hours of Work, and Travel:**

- This is a full-time position.
- Regular onsite work is required.
- Evening, weekend, and holiday work is required.
- Occasional travel to satellite facilities and/or fieldwork is required for this position.

**OUR COMMITMENT TO DIVERSITY**

The Marine Mammal Center actively engages individuals from all backgrounds. We are committed to embracing diversity within our organization because we firmly believe that diverse employee teams help us to achieve our best organizational outcomes and provide the most effective support to the communities we serve. We are deeply dedicated to creating and maintaining an inclusive, equitable and supportive work environment. We strongly encourage people from underrepresented groups to apply. The Marine Mammal Center believes in growth and supporting our employees as best we can so they can become their best selves in and outside of work. We believe that a healthy work environment means building an inclusive culture where people can thrive together and feel supported and empowered. We believe in stretch versus constraint.

**OUR MISSION**

The Marine Mammal Center advances global conservation through marine mammal rescue and rehabilitation, scientific research, and education.

#### **ABOUT THE MARINE MAMMAL CENTER**

The Marine Mammal Center is leading the field in ocean conservation through marine mammal rescue, veterinary medicine, science, and education.

**For more information, please visit our “About Us” page at [www.marinemammalcenter.org](http://www.marinemammalcenter.org)**

**To Apply:** Please submit a cover letter and resume and provide a brief description about how your experience aligns with the role.

Note that applications without a cover letter will not be considered.

In your cover letter, please feel free to note which pronouns you use (For example – she/her/hers, he/him/his, they/them/theirs, etc).

We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer and non-binary people, veterans, parents, and individuals with disabilities to apply. The Center is an equal opportunity employer and welcomes everyone to our team. If you need reasonable accommodation at any point in the application or interview process, please let us know.