

## **Wildlife Internship Program Manager**

**Reporting to:** Executive Director, RWRC 501c 3

**Location:** Rescate Wildlife Rescue Centre, La Garita, Alajuela, Costa Rica.

### **The Role**

The Wildlife Internship Program Manager is responsible for the overall running of the Wildlife Internship program at Rescate Wildlife Rescue Centre, Costa Rica, including but not limited to recruiting, scheduling, supervising and assisting participants in the wildlife internship program.

Responsibilities will include but are not limited to:

- Overall management of the Wildlife Internship Program
- Future planning and development of the Wildlife Intern Program
- Recruitment of program interns and assistants
- Management and training of program interns
- Marketing of the Wildlife Internship Program
- Liaising with program partners, university partners and other relevant colleagues
- Overseeing data collection for intern projects and maintain up-to-date records
- Maintenance of all relevant documents in Rescate's shared drive

### **Tasks will include but are not limited to:**

- Recruiting, scheduling and orienting interns
- Supervising day-to-day activities and running of the Wildlife Internship Program
- Coordinating intern activities with all relevant Rescate Wildlife Rescue Center staff
- Management of assistants and local volunteers
- Identifying intern education/training opportunities
- Scheduling and planning day-to-day activities of the program
- Managing the food, supplies and day to day logistics of the intern house.
- Analyzing intern feedback and implementing positive change.
- Looking for growth potential within the program
- Arranging all aspects of the visits to the release sites
- Arranging conservation/animal related talks for interns
- Sharing knowledge and skills in order to enhance the professional development the interns
- Organizing after-hours events, i.e. movie night, game night, special events

### **Ideal candidates will possess:**

- Outgoing with the ability to work in a team
- A strong interest in wildlife conservation
- Bachelor's or Master's degree in conservation, animal management or related field, or equivalent experience
- Communication and collaboration - Competent use of English and Spanish (spoken and written) is essential.

- Experience –Animal husbandry experience preferably with wildlife/exotics in a captive setting. It would also be advantageous for any applicant to have had animal husbandry experience.
- People/management - previous experience in managing the workload of volunteers, interns or a team of people.
- Creativity - the ability to develop creative and engaging animal enrichment ideas and show a solution led approach to problem solving
- Adaptability - the ability to be flexible and adapt a change in priorities, driven by weather or stakeholder input.
- Organization and Planning – demonstrate an aptitude for long-term and short-term planning. Be able to clearly prioritize tasks and workload
- Motivation – keep a positive perspective on a situation and lead by example with ideas and energy. Be proactive in fulfilling the role requirements.
- Curiosity - you will be curious, passionate, creative and always striving to learn and improve.
- Valid driver’s license
- Experience with Microsoft Suite, Google G-Suite

### **Who are we?**

Rescate Wildlife Rescue Center [www.rescatewildlife.org](http://www.rescatewildlife.org) is a registered non-profit wildlife rehabilitation facility founded in 1989 and located on 36 acres of natural tropical forest in the province of Alajuela, Costa Rica. Our mission is to protect and restore the country’s biodiversity through wildlife rehabilitation, endangered species breeding, habitat preservation and the provision of lifetime care for non-releasable animals.

There are three main centers at Rescate’s facility in Alajuela:

1. A state-of-the-art Wildlife Rehabilitation Center
2. An Endangered Wildlife Breeding Center
3. A Lifetime Care Sanctuary with more than 800 animals and 125 species of animals.

Over 3,000 wild animals are admitted to Rescate’s rehabilitation center on an annual basis including sloths, jaguars, monkeys, tapirs, pumas and coyotes as well as a wide variety of birds, small mammals and reptiles. The vast majority of them are returned to the wild. Animals that cannot be released are provided life-time care in the sanctuary. Currently there are roughly 800 rescued birds, mammals, and reptiles under life-time care that cannot be released due to health or behavioral reasons. Non-releasable endangered species are maintained in the Endangered Species Reproduction Center, where they have an opportunity to contribute to the survival of their species through successful breeding and release of off-spring.

### **What we’re offering:**

The opportunity to join a small but established team that represents one of Latin Americas principal organizations in the field of biodiversity conservation and wild animal rescue, rehabilitation and release. You’ll have scope to build your CV, develop a broad range of skills and contribute to an exceptionally worthwhile cause.

- The opportunity to work for the premier wildlife rescue and rehabilitation center in Costa Rica
- Generous stipend commensurate with experience
- On-site accommodation in an amazing and unique location
- A meal plan covering breakfast (foods provided), lunch and dinner (prepared in our restaurant)
- 5-day working week
- Pick-up and drop-off to San Jose International Airport
- Assistance with the tourist visa process
- Support in all aspects of the role
- Scope to improve your Spanish/English
- Scope to develop your own projects
- Visits to our release sites in Golfo Dulce and the Nicoya peninsula.

Travel to and from Costa Rica and any costs associated with obtaining a tourist visa will not be covered by Rescate Wildlife Rescue Centre.