

Position Title: Lead Animal Keeper

Location: Safe Haven Wildlife Sanctuary
9605 HWY 400, Imlay, NV 89418

Start date: As soon as possible

Hours per week: 40

Salary: \$20 per hour

Education required: Bachelors

Experience required: 1+ years

Website: <https://www.safehavenwildlife.com/>

Description

Safe Haven Wildlife Sanctuary, located in Northern Nevada, is currently interviewing for a full-time Lead Animal Keeper position. Accredited by GFAS, the Global Federation of Animal Sanctuaries, Safe Haven provides lifelong care to abandoned and surrendered exotics. In addition to our mission of rescue, we also provide placement for retired animals from Species Survival Plans, including the Cheetah Foundation.

Position Description:

The Lead Animal Keeper is responsible for assisting fellow lead keepers in the overall management and maintenance of the sanctuary, including staff, volunteers, animals, enclosures, and buildings. They will help develop and implement standard operating procedures, ensuring that we provide the highest quality of animal care and visitor experiences. This position is also responsible for the daily care and welfare of the animals as well as the guidance and direction of interns. This position requires excellent communication and leadership skills. You will train with the other Lead Animal Keepers.

Responsibilities:

Managing the daily care of animals and the sanctuary, along with participating in direct care, including but not limited to:

- Observing, logging, and reporting issues concerning animal behavior, health, and welfare to direct supervisor. Afterwards, relay any changes made by supervisor to the rest of staff if they have not already.
- Coordinating and participating in habitat cleaning, repairs, and maintenance with other keepers and interns.
- Performing daily husbandry activities as needed, including feedings, exhibit cleaning and maintenance, medicating, training, enrichment, completing reports, etc.
- Ensure documentation regarding observations and information on animal health, behavior, diet, enrichment, and facilities are being filled out and are up to date.

- Meet regularly with staff and interns to ensure work is being done efficiently and that standard operational procedures, rules, regulations, and policies are being followed.
- Preparing accurate and detailed daily reports to the Executive Director that includes completed and worked-on assignments, animal health updates, and security updates.
- Inspecting, cleaning, and maintaining public paths, sanctuary grounds, landscaping, and plants using a variety of hand and power tools.
- Assist with training for new keepers or interns as assigned, and delegating tasks as needed.
- Assisting during veterinary visits, administering medications, and supporting and recovery and wellness of the animals.
- Participate in capturing, incapacitating, and moving resident wildlife.
- Service and maintain tools, equipment, and facilities to ensure safe use (includes opening and closing of facilities).
- Maintaining manuals regarding duties and care for assigned animals.

Interacting with Sanctuary guests and the public, including but not limited to:

- Assigning and participating in tours given to the public.
- Engaging with visitors to answer questions about the Sanctuary, animals, habitats, conservation status, and animal care.
- Representing the Sanctuary via media relations, upon completion of training with Executive Director

*This position may at times be requested to perform other duties or special projects as assigned, which are in the best interest of Safe Haven Wildlife Sanctuary.

*All employees must be able to perform the essential functions of this position satisfactorily

*Must adhere to safety protocols and a no-contact policy. Any violations involving direct physical contact will result in immediate dismissal.

Minimum Qualifications:

Education & Formal Training:

- Bachelor's Degree in biology, animal science, zoology or related field strongly preferred.

Experience:

- At least one year of zoological or wildlife facility experience required.
- Previous leadership experience strongly preferred.
- Knowledge of animal husbandry, behavior, and procedures for proper care and training of exotic animals.
- Strong observational skills to recognize and evaluate conditions of animal health, diets, and behavior.
- Ability to understand and follow oral and written instructions, including procedures for the care and maintenance of animals, habitats, grounds, and tours.

- Strong verbal and written communication skills

Other Minimum Requirements:

- Must have own transport and a valid driver's license.
- Must have or be able to obtain negative TB test.
- Must be able to lift a minimum of 50 pounds and have sufficient mobility to ensure a safe work environment.
- Must be able to work in inclement weather, including both extreme cold and heat.
- Work 8+ hour shifts, 5 days per week, including weekends and holidays.
- Must be willing to work a flexible schedule, including weekends, and holidays, and be able to accommodate special events, emergencies, and animal care needs.
- 5-day work week with 2 consecutive days off.
- Full-time position, averaging 40 hours per week.

Benefits:

- 40-hour work week with two consecutive days off per week.
- 10 vacation days per year.
- Free housing provided, apart from monthly utility costs

To Apply:

Submitted materials will be reviewed, and a phone interview will be scheduled.

Applicants can submit a cover letter, resume, and two letters of recommendation to:

Courtney Bylsma, Lead Keeper

courtneybylsma@gmail.com (preferred contact method)