

CLINIC COORDINATOR

Full-Time, 40 Hours/Week

Supervised By: Chief Mission Officer



Summary Description

The Clinic Coordinator (CC) plays a critical role in optimizing systems and operations within the Clinic, Patient Care Unit (PCU), and Flight Barn to ensure the highest standards of patient care. The CC leads the daily care and rehabilitation of injured, ill, and orphaned birds of prey, ensuring the highest standards of medical and husbandry care. The CC works collaboratively with advising veterinarians and TRC staff to advance raptor conservation through evidence-based practices and public outreach. This position requires adherence to Teton Raptor Center's protocols, state and federal wildlife regulations, and applicable permits.

Key Responsibilities

Avian Patient Care & Clinic Management (45%)

- Ensure the well-being of rehabilitation patients in accordance with TRC protocols and wildlife regulations.
- Perform daily care, handling, and feeding of birds, including husbandry, meal preparation, medication administration, health evaluations, rehabilitation, and flight conditioning.
- Assist with intake evaluations, treatment plans, and procedures for avian patients in consultation with TRC Veterinarian and veterinarians on TRC's Advisory Council.
- Coordinate and assist with patient rescue, transport logistics, and intake procedures as well as monitoring of TRC's raptor hotline.
- Conduct diagnostic procedures such as lab testing, radiographs, flight conditioning, and live prey testing.
- Assist with veterinary appointments and manage related logistics.
- Develop and manage staff schedules (including employees, volunteers, and interns) to ensure 365-day coverage of patient care.
- Oversee clinic operations, including maintenance of enclosures, vehicles, equipment, and supplies (bird food, medical and cleaning materials).

Systems Management & Special Projects (25%)

- Maintain accurate and up-to-date patient health records using the Wildlife Rehabilitation Medical Database (WRMD).
- Prepare and submit required reports and applications for rehabilitation permits and patient transfers.
- Manage supply procurement for clinic operations, including raptor food and medical materials, in coordination with Roost Coordinator.
- Oversee the Raptor Rescue Network tracking system to monitor rescue activities.
- Maintain and improve clinic facilities, equipment, and transportation resources.
- Identify and lead independent projects to enhance avian programs, such as protocol updates, facility maintenance, process optimization, creative content development, and case studies.
- Collaborate with the Veterinarian and CEO to develop and manage the annual departmental budget.

Training & Mentorship (15%)

- Supervise and mentor interns, volunteers, and seasonal staff assisting in the rehabilitation clinic.
- Provide training in handling, husbandry, and safety protocols.
- Develop and implement enrichment programs to support volunteer engagement and learning.

Education Programs & Outreach Communications (10%)

- Support and deliver educational programs, both on-site and off-site, to engage and inspire audiences.
- Contribute content for TRC's communications channels, including website, print materials, social media, and other outreach platforms.

Professional Development & Additional Duties (5%)

- Pursue professional development opportunities to enhance skills in avian rehabilitation, husbandry, enrichment, education, and euthanasia.
- Participate in organizational initiatives to gain a broader understanding of TRC's mission and operations.
- Support campus stewardship and facility maintenance efforts.
- Perform other duties as assigned to advance TRC's goals and programs.

Estimated Division of Labor

- Avian Patient Care: 45%
- Systems Management & Special Projects: 25%
- Training & Mentorship: 15%
- Education & Communications: 10%
- Professional Development & Other Duties: 5%

Qualifications & Skills

- Certified Veterinary Technician (CVT) in the state of Wyoming.
- Minimum of 2 years of experience in veterinary medicine; wildlife or avian experience preferred.
- Certification in wildlife rehabilitation (e.g., IWRC, NWRA) - preferred but not required.
- Familiarity with wildlife rehabilitation or interest in learning raptor-specific care techniques.
- Familiarity with WRMD or other electronic wildlife medical records systems (ZIMS).
- Bachelor's degree in a science-related field or equivalent work experience (preferred, but not required).
- Valid driver's license.
- Strong organizational skills and attention to detail.
- Knowledge of science, natural history, and avian wildlife.
- Excellent work ethic and ability to thrive in a fast-paced environment.
- Proficiency in public speaking and writing.
- Availability for some weekends, evenings, and holidays on a rotating schedule.
- Physical ability to lift up to 40 lbs. and remain on your feet for up to 8 hours.
- Team-oriented with the ability to work independently.

- Spanish language proficiency (preferred but not required).
 - Passion for nature, wildlife, education, and conservation.
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Ideal Candidate

The ideal candidate will be a dedicated, enthusiastic, and resourceful professional who can contribute meaningfully to TRC's mission of raptor conservation.

Start Date

Position available immediately. Applications will be reviewed on a rolling basis until the position is filled.

Compensation & Benefits

- Annual salary range: \$52,000 – \$56,000, commensurate with experience
- Benefits include medical, dental, and vision coverage
- Retirement plan with employer contribution
- Housing option may be available

About Teton Raptor Center

Teton Raptor Center (TRC) is a non-profit organization advancing raptor conservation through education, research, and rehabilitation. TRC's educational programs reach tens of thousands of visitors annually. Our team of Resident Raptors includes 13 non-releasable raptors that are cared for and provided training and enrichment on a daily basis. Our research team works on dozens of research projects annually, both locally and in other parts of Wyoming and Montana. Our research projects include the largest and longest on-going study of Great Gray Owls anywhere in the world, as well as projects monitoring migration of Golden Eagles and Rough-legged Hawks, and more. TRC rescues and rehabilitates over 150 raptors annually and recently received permits to begin rehabilitating corvids as well. These injured, ill and orphaned birds come from all over the state of Wyoming and Idaho. Finally, TRC works on several conservation projects aimed at keeping wild raptors safer in the wild. These include the Poo-Poo Project (Port-o-Potty Owl Project), an initiative to keep cavity-nesting owls and other raptors from becoming trapped in the ventilation pipes on vault toilets, and Sporting Lead-Free, an education-based initiative aimed at reducing the use of lead ammunition and tackle in the environment because of its detrimental health effects on raptors.

Employment at Teton Raptor Center

Teton Raptor Center is an equal opportunity employer with a smoke-free and drug-free workplace. Successful applicants will be required to pass a background check, driving check, and drug screening.

To Apply

Please apply [here](#) to upload your resume, cover letter, and three professional references. Your resume and cover letter should be uploaded as a single PDF saved with your name, year and the position in the file title (e.g., "LastName_FirstName_2025_Clinic_Coordinator").