REHABILITATION COORDINATOR

Full-Time, 40 Hours/Week
Supervised By: Chief Mission Officer

Summary Description

The Rehabilitation Coordinator (RC) leads the daily care and rehabilitation of injured, ill, and orphaned birds of prey and manages the systems and operations of the Clinic, Patient Care Unit (PCU), and Flight Barn. Working closely with advising veterinarians, TRC staff, and volunteers, the RC advances raptor conservation through evidence-based medical and husbandry care and public outreach. The position follows Teton Raptor Center's protocols, state and federal wildlife regulations, and applicable permits.

Key Responsibilities

Avian Patient Care & Clinic Management (45%)

- Lead daily patient care: handling, husbandry, meal preparation and feeding, medication administration, health evaluations, rehabilitation, and flight conditioning.
- Oversee intake evaluations and create treatment and nutrition plans in consultation with TRC's Advisory Council veterinarians and other veterinary and rehabilitation colleagues.
- Develop, maintain, and audit rehabilitation and release-criteria protocols, aligned with TRC's 2026–2029 SMART goal for Clinic Optimization.
- Perform diagnostics, including lab testing, radiographs, and live prey testing.
- Schedule veterinary appointments and manage related logistics, including surgical assistance and anesthesia monitoring.
- Order all medications, including controlled substances, and maintain and audit the controlled substance log, under oversight of CMO and advising veterinarians.
- Coordinate patient rescue, transport, and intake, and manage TRC's raptor hotline (Slack channel and Grasshopper app), responding promptly to all inquiries.
- Build staff, volunteer, and intern schedules for 365-day patient care coverage, coordinating Volgistics scheduling with the Volunteer Coordinator and adjusting daily as needed.
- Ensure X-ray machine compliance and personnel safety.
- Manage the live mouse colony.
- Oversee raptor release banding and the rehabilitation department's research projects.
- Assist with Avian Ambassador health exams, coping, and vaccinations.

Systems Management & Special Projects (25%)

- Maintain accurate, up-to-date patient records in the Wildlife Rehabilitation Medical Database (WRMD).
- Serve as the rehabilitation department's primary liaison with Idaho Department of Fish and Game (IDFG), Wyoming Game and Fish Department (WGFD), and U.S. Fish and Wildlife Service (USFWS), including preparation of biannual reports and applications for permits and patient transfers.

- Stay current on wildlife rehabilitation regulations in Wyoming, Idaho, and the other regions TRC serves.
- Communicate patient updates and dispositions with finders, community members, agencies, and the Raptor Rescue Network (RRN) by phone, text, and email.
- Oversee the RRN tracking system to monitor rescue activity.
- Procure clinic and campus supplies, including raptor food, medical, cleaning, and office supplies, and all campus laundry needs.
- Maintain and improve enclosures, facilities, equipment, and vehicles.
- Collaborate with the CEO to develop and manage the annual departmental budget.
- Prepare quarterly rehabilitation board reports.
- Identify and lead independent projects that strengthen avian programs, such as process improvements, creative content, and case studies.

Training & Mentorship (15%)

- Oversee staff, interns, volunteers, and seasonal staff in the rehabilitation department.
- Train personnel in handling small, medium, and large raptors, including eagles, with proper PPE, along with husbandry and safety protocols.
- Train personnel in clinical skills: medication calculation and administration, fluids, blood draws, physical therapy, X-ray safety, release criteria, flight training, and raptor ecology.
- Recruit and train RRN volunteers in Idaho and Wyoming.
- Develop and implement enrichment programs that support volunteer engagement and learning.

Education & Outreach (10%)

- Deliver on-site and off-site educational programs, including creating and presenting the weekly Raptor Encounter presentation.
- Produce weekly patient video updates for YouTube, from content creation through editing and posting.
- Contribute content to TRC's website, print materials, social media, and other outreach channels.

Professional Development & Other Duties (5%)

- Pursue professional development in avian rehabilitation, husbandry, enrichment, education, and euthanasia.
- Participate in organizational initiatives to build a broader understanding of TRC's mission and operations.
- Support campus stewardship and facility maintenance.
- 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

- Minimum of 2 years of experience in veterinary medicine; wildlife or avian experience preferred.
- Certified Veterinary Technician (CVT) in the state of Wyoming - preferred but not required.
- 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.

Ideal Candidate

The ideal candidate will be a dedicated, enthusiastic, and resourceful wildlife rehabilitation 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: $58,000 – $64,000, commensurate with experience
- Benefits include medical, dental, and vision coverage
- SIMPLE Retirement plan with employer contribution
- Housing option may be available

About Teton Raptor Center

Teton Raptor Center (TRC) is a nonprofit advancing raptor conservation through education, research, rehabilitation, and conservation. TRC's programs reach tens of thousands of visitors each year, and its research includes studies on a dozen different raptor species.. TRC also rehabilitates more than 150 injured, ill, and orphaned raptors annually from across Wyoming and Idaho, and leads initiatives like the Poo-Poo Project and Sporting Lead-Free to keep wild raptors safe.

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_2026_Rehabilitation_Coordinator").