



**WYE MARSH**  
*Escape . . . Explore . . . Experience*

## **JOB DESCRIPTION**

**Position Title:** Animal Care Coordinator

**Term:** Permanent

**Job Type:** Full-time

**Rate of Pay:** \$48,000-\$53,000 per annum

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### **Company Overview**

Friends of Wye Marsh is a registered charity and incorporated not-for-profit responsible for managing the operations of the Wye Marsh Wildlife Centre. The Wye Marsh Wildlife Centre is located on approximately 3,000 acres comprised of National Wildlife Area (NWA) and provincial crown land including environmentally significant wetlands and woodlands in Tay Township, in the Heart of Georgian Bay. We offer education, outdoor recreation opportunities, one-of-a-kind animal encounters, and the opportunity for visitors to explore kilometers of nature trails.

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### **Position Overview**

Reporting to the Executive Director, the Animal Care Coordinator is an integral part of the Wye Marsh team, guiding the direction of the animal care department. The priority of this role is providing exceptional care to the Wye Marsh's animals in captivity, including raptors, turtles, and snakes, and using them as a means to educate the public about the value in protecting and respecting animals and their natural habitats. Leading a small team of part-time animal care technicians, this person will bring knowledge and leadership skills to the Wye Marsh, and will help to establish it as a respected hub for wildlife research, education, and protection.

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### **Responsibilities**

- Provide daily care, feeding, enrichment, basic training, and enclosure cleaning for the Wye Marsh's captive animals, including birds and reptiles, in accordance with established standard operating procedures and industry best practices
- Develop, maintain, and implement policies and procedures within the animal care department based on industry standards and relevant regulations
- Recruit, hire, train, and evaluate animal care team members as needed based on departmental and organizational needs
- Develop and deliver engaging programs including birds of prey flying demonstrations, and a range of educational programs
- Assess, on an ongoing basis, animal care resource needs, and work alongside the Executive Director and other staff as needed to plan for activity needed to support the successful performance of the department
- Coordinate appropriate medical care for animals as needed to ensure respect and ethical treatment across the entire lifespan of each animal in captivity.
- Support other operating functions of the Wye Marsh as needed in alignment with the mission, vision, and values of the organization.

### **Qualifications:**

- Ability to legally work in Canada
- Valid Ontario 'G' driver's license, and access to reliable transportation

- 2-5 years experience in a role requiring similar work with animals, including handling and flying of bird of prey
- Supervisory experience in an animal/wildlife focussed role is preferred
- Experience engaging with community members through education and public demonstrations
- Completion of a relevant education program including, but not limited to, zoology, veterinary technician, or similar is an asset.

**How to Apply:** Interested applicants should forward a resume outlining their suitability for this role, along with a cover letter, [recruitment@wyemmarsh.com](mailto:recruitment@wyemmarsh.com), with 'ANIMAL CARE COORDINATOR as the subject line by **Saturday June 28, 2025 at 11:59pm.**