

Operations Manager

Vacancy Details

Position Type: Manager

Location: Open Door Bird Sanctuary, Jacksonport, WI

Openings: 1

Contact

Name: Rob Hults

Title: Executive Director, Open Door Bird Sanctuary

Email: rob.hults@opendoorbirdsantuary.org

Phone: [\(920\) 493-2473](tel:(920)493-2473)

Website:

<https://opendoorbirdsantuary.org>

Position Details

Start Date: Immediate or as agreed upon

Salary/Wage: \$43,000 annual salaried position, with annual reviews

Terms/Schedule:

- Hours will vary based on season, more on season and comp time available off-season
- First year 1 week paid vacation (equates 5 days)
- Ability to work weekdays, weekends, evenings, special events, and holidays as needed.
- Bi-weekly pay period

Appointment Type: Full Time Salaried **Exempt (no overtime pay)**

Overview

Founded in 2010, Open Door Bird Sanctuary is located in Jacksonport, Wisconsin in Door County. Open Door Bird Sanctuary is a 34 acre sanctuary that provides homes for un-releasable birds of prey. They become incredible ambassadors of the environment and work with us to inspire and educate the public both at the sanctuary and at many other locations. Open Door Bird Sanctuary is rapidly becoming a premier bird sanctuary destination. Our vision for the future shows additional outdoor aviaries, a songbird aviary, a permanent show area, a visitor center and an avian clinic for rehab. We are currently underway on a larger new aviary near the Nature Center as have a new utility building for behind the scenes use. We also hope to add some type of pavilion for picnics and bird shows when the weather isn't perfect. We offer hiking trails with 3 very distinctive habitats: prairie, hardwood forest and pine forest. Each trail brings unique learning and hands-on experiences.

Job Description

ODBS is looking for a hardworking, energetic, flexible person with both raptor handling and management experience. The Operations Manager responsibilities will include assisting in avian training and handling, feeding, and participating in on and offsite programs and tours. He or she needs to be comfortable with engaging the public, outgoing and able to give programs or presentations independently. This person will also be eased into supervising volunteer teams and developing training procedures for new volunteers. Over the course of the year, the work week will average approximately 45 hours/week. During the busy season, workdays and work weeks will exceed an 8-hour day/ 45-hour week schedule. The off-season will provide more flexibility and comp time is available Nov-April to offset the longer summer hours. There is the opportunity for advancement in both position, responsibility, and salary after the first year of successful employment. Reports directly to the Executive/Avian Director.

Qualifications

- A Bachelor's Degree in environmental education, wildlife education, captive wildlife, biology, or closely related field is preferred. Comparable work experience of 2+ years may be considered as an alternate to a degree
- An Associate Degree, preferably with prior work experience in the field will be considered in lieu of a Bachelor's Degree.
- Must have strong interest in wildlife and natural sciences; especially in avian education and care.
- Training for the handling of **our** birds of prey will be provided **BUT** prior raptor handling with references is required.
- Must be willing to prepare food items (frozen rats, mice, quail, etc.) for raptors
- Must be willing and able to learn and present information required for 30-60 minute programs to large audiences and field related questions.
- Must have strong work ethic, be dependable and have a positive attitude and flexibility in an ever-changing environment.
- ODBS uniform / dress code required for programs.
- Must hold valid drivers license with good driving record.
- Strong organizational skills and the ability to multi-task in a fast-paced setting.
- Excellent verbal and written communication skills with all levels of staff and the public.
- Ability to work independently as well as with a team, have the initiative to act.
- Knowledge of and some proficiency in Microsoft applications: Word, PowerPoint, and Excel as well as G-mail is required, willingness to learn other software programs as needed.
- Enjoy dealing with people
- Physically fit, able to handle daily physical activity, lifting and quicker pace
- Understand fiscal and budgetary responsibility and accountability

Performed or Supervised Responsibilities

- Responsible for the safety and daily care of the bird collection
- Maintain recordkeeping logs as required by federal and state permits, including veterinary medical logs
- Provide upkeep to raptor equipment and facilities
- Provide team leadership to train raptor volunteers in facility chores and raptor handling, refining and creating procedural husbandry standards.
- Provide raptor education programs for students, visitors and the general public of all ages
- Assist with and expand raptor training as appropriate for ODBS resident raptors
- Handle birds and assist volunteers with birds during educational programs
- Work with Door County and NE Wisconsin teachers to develop curriculum based school programs.
- Develop new on and off-site educational program offerings.
- Explore online educational programming opportunities
- Proactively engage Door County, WI venues for program opportunities.
- Expand ODBS Day Camp curriculum.
- Keep current information sheets for all ODBS education birds
- Interface with other Management and Board as needed for the betterment of ODBS
- Assist with merchandise sales
- Other duties as mutually agreed upon.

Physical Requirements (Lifting, reaching, climbing, etc.) Physical requirements include, but are not limited to:

- Load and lift animal crates with care
- Drive to off-site programs
- Unload equipment and program set-up
- **Ability to lift and carry 30 lbs for a distance and without straining**
- Must be able to stand for long periods of time
- Must be willing to work in all weather conditions

Additional Requirements

- Resume
- Cover Letter
- Letters of Recommendation
- Background Check