



## Position Title: Animal Program Manager

**Direct Supervisor:** McDowell Environmental Center (MEC) Director

*"The mission of McDowell Environmental Center is to connect people to the environment, teach respect for the Earth and its beings and promote a commitment to lifelong learning."*

The McDowell Environmental Center (MEC) is seeking an Animal Program Manager to be the primary caretaker of our resident three raptors (black vulture, barn owl, and red tailed-hawk) and herps (box turtles, indigo snake, corn snake, southern banded water snake, pine snake, toads, and salamanders), and the manager of all animal programming. This is a full-time, benefitted leadership position that requires residing onsite at Camp McDowell.

**The McDowell Environmental Center**, situated in Nauvoo, Alabama, offers an overnight outdoor school experience for students and adults from across the southeastern United States. As a secular program, MEC welcomes all participants, regardless of race, religion, or gender, and emphasizes place-based and inquiry-driven learning. Typically, school groups spend three days and two nights exploring a diverse range of subjects, including aquatic and forest ecology, geology, natural history, team-building, and various skills-based classes.

### **Qualifications:**

- Demonstrate a respect and affinity for working with learners of all ages
- Desire to work outdoors and be a member of a four person leadership team
- Demonstrate maturity, initiative, enthusiasm, flexibility, and a collaborative mindset
- Experience working closely with raptors and herps (training, handling, health care) for at least three years
- Experience using operant conditioning and positive reinforcement when working with and training captive wildlife
- Ability to lift up to 50 pounds
- Ability to walk up to 4 miles daily
- Ability to be on feet for 8-12 hours daily
- Willingness to grow and learn more in the field of animal care and environmental education
- Possess or be able to obtain prior to work current First Aid and CPR certifications
- Act as a positive role model to visitors and staff
- Be able to work and communicate with a variety of age groups

### **Preferred qualifications:**

- Working knowledge of the BEETLES Project teaching philosophy
- Existing relationships with other animal care professionals
- Ability to recognize and address animal emergencies
- Have prior work experience in Environmental Education, especially in a leadership role
- Be familiar with the outdoors, environmental issues and have a desire to learn local flora and fauna

### **Specific Responsibilities:**

#### **Animal Care Responsibilities - 65%**

- Manage daily animal care and programming for McDowell's educational raptors and herps to include but not limited to:
  - o Feeding animals
  - o Cleaning and maintaining enclosures
  - o Animal training and enrichment
  - o Addressing medical concerns for animals
  - o Scheduling and training animal staff for training, care, and evening programs

- Manage and train seasonal staff in resident raptor/herp care and program facilitation
- Create and coordinate seasonal staff training sessions for raptor/herp safety and care
- Act as primary and often sole caretaker during the MEC off seasons (mid-December through early February, mid May through mid August)
- Coordinate holiday animal care
- Coordinate animal outreach and schedule outreach programs when time allows
- Track, organize, and complete required legal license paperwork for raptors through US Fish and Wildlife Service and the State of Alabama
- Act as the Lead instructor for Birds of a Feather, Hop, Slither & Slide, and outreach programs when needed
- Seek professional development to further the advancement and best practices of the animal program
- Stay up to date on the best practices for the care and management of captive wildlife
- Assist Director in managing and creating an annual Animal Care Budget of ~\$10,000

#### **Leadership Responsibilities - 20%**

- Attend conferences, fairs, and promotional events on behalf of MEC as needed
- Serve as an Advisor to multiple (2-3) seasonal staff
- Recognize and report any hazards to the MEC Director
- Attend and participate in McDowell-wide All Staff meetings monthly
- Attend and participate in MEC Leadership and staff meetings weekly
- Lead sessions and participate in MEC staff training, occurring twice a year
- Act as lead staff at meals and canteen once a week or more as needed
- Be on-call one night a week for guests throughout the season

#### **Teaching Responsibilities - 15%**

- Teach Environmental Center day classes as needed when schools are in session
- Teach up to two evening programs per week when schools are in session

#### **Benefits & Compensation:**

- \$30,000 year salary with annual cost of living increases, and potential for performance raises
- BCBS Health Insurance, with opportunity to add vision and dental plans at low cost
- 403b retirement plan with a 5% contribution and match up to 4% of gross monthly salary
- Cell phone stipend of \$120, paid three times per year
- On-site, single occupancy private housing with all utilities included (high-speed internet, power, water, gas)
- Meals provided onsite in dining halls when guests are present
- 50% discount on Alabama Folk School classes
- Discounted summer camp youth sessions
- Discounted guest lodging for family and friends at 50% off
- Staff shirts provided every season with an additional 25% discount on all purchases at the Camp Store

#### **To Apply:**

Please send cover letter, resume and three professional references to MEC Director, Meredith Donaldson, at [mecdirector@campmcdowell.org](mailto:mecdirector@campmcdowell.org)

**Applications accepted on a rolling basis, with preference given to those who apply before November 1.  
Preferred start date December 1, 2024.**