



JOB DESCRIPTION

Title: Sea Turtle Rehabilitation Coordinator

Supervisor: Executive Director

Status: Full-time

FLSA Exempt: Yes

SUMMARY: *Working with the Executive Director and the Medical Director, as well as any Veterinarian(s) designated by the aforementioned Directors, the Sea Turtle Rehabilitation Coordinator manages all aspects of sea turtle care and husbandry. This position leads, trains, and manages rehabilitation volunteer staff, interns, and life support systems staff. Additionally, this position recruits and helps select interns.*

RESPONSIBILITIES:

Sea Turtle Rehabilitation:

- Manage all aspects of the daily care and husbandry for sea turtles in rehabilitation at KBSTRRC's sea turtle hospital. Oversee food preparation, feeding, changing water, scooping and cleaning tanks, holding and restraining both small and large turtles, weighing and measuring turtles, moving turtles, doing dishes and laundry, and cleaning and disinfecting the general facility.
- Lead, supervise, train, and manage the daily Team Leaders, the volunteer Medical Leads and med-qualified volunteers, interns, and the Life Support Systems Coordinator.
- Admit sea turtles to the sea turtle hospital. Conduct admission evaluations, collect biometrics and diagnostic information, record data in RaptorMed as well as paper charts, communicate findings with the Veterinarian(s) and Executive Director, and implement veterinary orders.
- Collect diagnostic information, including temperatures, heart rates, respiration rates, bloodwork, and radiographs, to facilitate veterinary decision making.
- Provide basic and advanced non-surgical medical care to stranded sea turtles in rehabilitation. Calculate medication doses, administer medication and fluids by PO/SQ/IM/IV routes, treat wounds, assist feed, tube feed, remove barnacles, remove hooks (when possible, by non-surgical means), provide physical therapy, provide cold laser therapy, and other treatments as needed.
- Cover and ensure medical coverage for weekends and holidays. Cover and ensure coverage for new turtle admissions after hours and on weekends and holidays.
- Schedule and coordinate offsite diagnostic tests, procedures, and surgeries.
- Maintain diagnostic equipment including x-ray machine (along with radiation safety protocols and state permit), digital x-ray processor, iStat blood gas analyzer, Abaxis VetScan blood analyzer, ultrasound machine, centrifuges, endoscope, microscopes, and others.
- Back up Life Support Systems Coordinator in operating the life support system, including pushing water, cleaning filters, draining and filling tanks, and running water quality tests.
- Establish and ensure compliance with animal husbandry and facility protocols, as well as federal and state permits, guidelines and regulations.
- Design, produce, test, and implement behavioral environmental enrichment activities and devices to improve the quality of life for both short- and long-term patients.
- Organize and manage sea turtle releases.
- Produce STSSN stranding reports, release reports, end-of-year reports, and mortality reports for the NC Wildlife Resources Commission and other agencies as needed.
- Perform necropsies on sea turtles and prepare necropsy reports.
- Maintain inventory of medicine and supplies. Order medicine and medical supplies as needed. Manage receipt of donated medicine and supplies.

- With the Executive Director and the Medical Director, order medical equipment according to the organization's capital equipment plan.
- Prepare medical samples for shipment to diagnostic laboratories.
- Maintain electronic medical records database of sea turtle patients using RaptorMed.
- Organize and lead monthly Team Leader meetings.
- Implement and oversee treatment plans ordered by the Medical Director. Advise and update the Executive Director and the Medical Director about the progress of patients, and adjust and communicate changes to care accordingly.
- Make arrangements for transport of patients to the sea turtle hospital and/or between facilities (e.g., NC State CMAST, NC State CVM) as needed.
- Coordinate with other agencies in the placement of non-releasable turtles and arrange transport to approved facility for continuing care.
- Understand sea turtle rehabilitation permitting requirements and ensure they are met.

Volunteer & Intern Coordination:

- Supervise the daily Team Leaders. Manage the process of becoming a Team Leader.
- Supervise the volunteer Medical Leads and the med-qualified volunteers. Manage the process of becoming a Medical Lead and med-qualified.
- Recruit, select, supervise, and manage the full-time internship program.

Other:

- Give educational presentations to visitors, assist in the Gift Shop.
- Support the KBSTRRC mission by participating in sponsored programs and events.
- Participate in special projects such as assisting interns with projects.
- Assist the Executive Director, Board, and other staff with special projects such as large renovation and expansion projects.
- Assist the Medical Director with clinically-applied research on sea turtles in rehabilitation.
- Other duties as required.

REQUIREMENTS:

- Willingness to represent KBSTRRC and contribute towards our mission.
- Must have a minimum of 2 years of experience rehabilitating sea turtles.
- Must be able to calculate drug doses, perform medical treatments, follow established medical protocols, and collect diagnostic samples and data.
- Proficiency in internet and standard office computer software (MS Office, G-Suite).
- Must possess a valid driver's license.
- Must be available and willing to work weekends and holidays.
- Must demonstrate good written and oral communication skills.
- Must demonstrate ability to work well with others, including staff, board, & volunteers.
- Must have earned a Bachelor's degree in a related field. Veterinary technician experience or certification a plus.

ADA REQUIREMENTS:

- Standing on a concrete floor for an extended period of time.
- Sitting at a computer for an extended period of time.
- Physical exertion such as bending, crouching, stooping, stretching, reaching, or similar activities.
- Lifting of moderately heavy items such as sea turtles, tanks, boxes of medical supplies, etc.
- Will be exposed to strong odors including cleaning products, seafood, and animal waste.
- Able to lift a minimum of 25 pounds.

DISCLAIMER: This job description indicates in general the nature and level of work, knowledge, skills, and other essential functions (as covered under the American Disabilities Act) expected. The Rehabilitation Coordinator may be asked to perform other duties as required.