

Sea Turtle Care Center Manager

Grade: 10

Reports to: Director of Husbandry
Job Status: Exempt, Full-Time

Department: Husbandry
Approval Date: October 2018

Job Summary:

Primarily responsible for the coordination of the care and rehabilitation of turtles in the South Carolina Aquarium's Sea Turtle Care Center.

Essential Functions:

- Select, develop, evaluate and maintain a highly qualified, motivated and diverse staff in the Sea Turtle Care Center; delegate specific responsibilities, encourage teamwork, personal initiative and accountability, and discipline staff according to our policy
- Be the primary point of contact for external agencies in regards to injured, ill or stranded animals
- Exercise the ability and willingness to be reached during non-working hours and respond to emergencies
- Responsible for the coordination and execution of new stranded animal admissions
- Work closely with the veterinarian staff to evaluate animal health and environmental requirements
- Administer prescribed medications and treatments to animals
- Develop and distribute a proper nutritional diet
- Maintain proper water quality and functioning life support systems in all enclosures
- Maintain gallery and back-up aesthetics and perform periodic renovations as needed
- Keep accurate records, order supplies and maintain equipment
- Track and record all required permit report information
- Work closely with representatives of multiple departments to coordinate patient releases
- Coordinate behind the scenes access for tours
- Liaise with other Aquarium departments to provide information on animal care and patient status for education, outreach and development
- Primary point of contact for Marketing and Advancement requests. Work closely with the Communications Team for media and content capture.
- Coordinate animal procedures and necropsies with all involved individuals and departments
- Provide assistance with other Aquarium husbandry responsibilities as required
- Provide interaction with Aquarium guests in formal and informal settings
- Support and provide leadership toward achievement of SCA goals and priorities
- Adhere to the South Carolina Aquarium's policies and procedures

Other Duties and Responsibilities:

- Working with Aquarium staff, evaluate sea turtle educational materials, press releases, web content, social media and outreach presentations for content and accuracy
- Perform educational outreach programs for community groups, schools and other organizations
- Develop and maintain staff schedule to ensure Sea Turtle Care Center coverage and stranding response
- Prepare and manage appropriate budgets
- Seek out, develop and practice cost savings strategies and improve overall efficiency

- Support the mission by participating in Aquarium sponsored programs and events on a regular basis
- Attend and be a productive member of approved meetings, committees, workshops, conferences, etc.

Knowledge, Skills and Abilities:

- Ability to recognize and prevent disease
- Ability to properly collect, handle and transport specimens
- Ability to understand the mechanical equipment necessary to maintain enclosures
- Knowledge and demonstrated skill for minor plumbing, carpentry and electrical work
- Public speaking and media skills

Education and Experience Required:

- BS in biology, aquatic biology, or a closely related field
- Minimum two years' experience in sea turtle rehabilitation
- Minimum of two years' management experience preferred

Licenses and Certifications Required:

- Valid Driver's License with clean driving record

Physical Requirements:

Requires average walking, standing, bending, stooping, and crouching, climbing ladders, carrying up to 50 lbs, sitting, kneeling, balancing, pushing and pulling, crawling, working with tools, computer tasks and phone usage. Often requires diving, swimming and driving Aquarium vehicles and boats.

Hazardous Requirements:

Average exposure to minor or severe cuts; falls; falling objects; hazards to eyesight, hearing and sense of smell; and tight spaces. Often requires use of personal protective equipment due to exposure to chemicals, hazardous materials and ozone and handling of reptiles, mammals and birds.

Working Conditions:

This position often works in both an office environment and outdoors in extreme weather including both hot and cold temperature. This position holds normal office hours with weekend and late night work as needed. Regular contact with customers, general public and outside vendors. Requires carrying a cell phone and radio. Occasionally requires travel.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not construed to be an exhaustive list of all job duties performed by the personnel classified.

The Aquarium is an "at-will" employer, and as such, employment with the Aquarium is not for a fixed term, or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.