

**THE WILDLIFE CENTER OF VIRGINIA**  
**Front Desk Assistant**

**General Description**

The Wildlife Center of Virginia, a non-profit wildlife hospital, is seeking Front Desk Assistants. This is a fill-in position that supports our full-time front desk staff one to two days per week in the busy spring and summer seasons. Throughout the rest of the year, this Assistant will occasionally cover the front desk as needed. This position serves as the voice of the Center to the public by answering calls, greeting lobby visitors, and admitting patients. The Wildlife Center is open from 9am until 5pm seven days a week. Some weekend work may be required. Pay is \$10.00 per hour. This position does not qualify as a permanent staff member.

**Duties and Responsibilities of the Front Desk Assistant**

The Front Desk Assistant has a wide range of responsibilities, including:

- Communicating appropriate advice for injured or orphaned wildlife
- Using creative solutions to resolve human and wildlife conflicts
- Coordinating wildlife rescue and transport across Virginia
- Admitting new patients and conveying details of the rescue and injuries to the veterinary staff
- Coordinating releases of healed patients
- Working with volunteer transporters and permitted wildlife rehabilitators across the state to assist with wildlife rescue
- Completing some administrative tasks (copying, scanning, data entry, etc.)
- Other duties as assigned

**Qualifications**

- Commitment to wildlife, conservation, and the environment
- Ability to work calmly under pressure in a fast-paced environment
- Strong communication skills, including commitment to providing helpful, accurate information
- Strong computer proficiency preferred
- Customer service experience preferred

**Materials**

Interested? Send your résumé and letter of interest to Maggie McCartney at [mmccartney@wildlifecenter.org](mailto:mmccartney@wildlifecenter.org) or mail to:

Wildlife Center of Virginia

% Maggie McCartney

P.O. Box 1557

Waynesboro, VA 22980

**No phone calls please.** Center phone lines are best kept open for wildlife emergencies. Questions may be emailed to [mmccartney@wildlifecenter.org](mailto:mmccartney@wildlifecenter.org).