



WILDLIFE CENTER OF VIRGINIA

Job Description: Front Desk Coordinator

The Wildlife Center of Virginia, a non-profit wildlife hospital, is hiring a full-time Front Desk Coordinator. As part of the Outreach and Education Department, this position serves as the voice of the Center to the public by answering calls and greeting lobby visitors and admitting patients. The Wildlife Center is open from 9am until 5pm seven days a week. Weekend work is required.

Duties and Responsibilities

The Front Desk Coordinator 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 to assist with wildlife rescue
- Updating and maintaining brochures and materials to hand out to the public
- Participating in other outreach activities such as writing stories for our website, supporting our critter cams and online moderated discussion, and contributing to our professional training programs.
- Completing administrative tasks (copying, scanning, data entry, ordering supplies, etc.)
- Other duties as assigned

Position 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 and customer service experience preferred
- Must be fully vaccinated for COVID [both vaccine and booster(s) when eligible].
- Must be vaccinated for rabies. If not vaccinated, the Center will cover costs associated with vaccinations.



**WILDLIFE
CENTER**
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Salary & Benefits: Starting at \$15.50/hour. This is a non-exempt position.

Benefits include:

- Eligible for Center's health insurance plan; Center pays half of employee's premium.
- Paid sick and vacation/personal leave after first three months of employment.
- Pension plan and employer match to qualifying full- and part-time employees.

To Apply:

Please email a cover letter and résumé, to:

Michael Adkins
Front-Desk Supervisor
madkins@wildlifecenter.org

No phone calls, please.

The Wildlife Center of Virginia is an equal opportunity employer.