

THE WILDLIFE CENTER OF VIRGINIA

Front Desk Coordinator

General Description

The Wildlife Center of Virginia, a non-profit wildlife hospital, is hiring a full-time/part-time Front Desk Coordinator. This position serves as the voice of the Center to the public by answering calls and greeting lobby visitors. The Wildlife Center is open from 9am until 5pm seven days a week. Some weekend work may be required.

Duties and Responsibilities of the Front Desk Coordinator

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 across the state to assist with wildlife rescue
- Updating and maintaining brochures and materials to hand out to the public
- Completing some administrative tasks (copying, scanning, data entry, ordering supplies, 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

Benefits

The Wildlife Center of Virginia offers:

- Health insurance
- Paid sick leave and vacation time
- Pension plan to qualifying full- and part-time employees

Materials

Interested? Send your résumé and cover letter, including salary expectations, to Maggie McCartney at 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.