



# THE WILDLIFE CENTER OF VIRGINIA

P.O. BOX 1557 • WAYNESBORO, VIRGINIA 22980 • 540-942-WILD • FAX 540-943-WILD

## 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. 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 will be 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 across the state 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 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 and 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
- Starting salary of \$11/hr with potential for a raise after a positive 90-day review

### Materials

Interested? Send your résumé and cover letter, 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).