



WILDLIFE CENTER OF VIRGINIA

Seasonal Front Desk Assistant

General Description

The Wildlife Center of Virginia, a non-profit wildlife hospital, is hiring a seasonal part-time Front Desk Assistant for spring/summer 2023. As part of the Outreach and Education Department, this position serves alongside Front Desk Coordinators as the voice of the Center to the public by answering calls, greeting visitors, and admitting patients. The Wildlife Center is open from 9am until 5pm seven days a week. This position is temporary, from March through September 2023, at about 20 hours per week, with primarily weekend shifts.

Duties & Responsibilities

The Front Desk Assistant works alongside other members of the front desk team to assist in a 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
- Maintaining patient information database and communicating updates to rescuers

Qualifications & Requirements

- Interest in 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].
- A pre-exposure rabies vaccine is desirable but not required, unvaccinated individuals may not have contact with mammals.
- Availability to work weekends; strong preference for availability on both weekend days

Compensation

This position is paid hourly at \$15/hr.

TO APPLY:

Please email your résumé, cover letter, and availability to
Michael Adkins at madkins@wildlifecenter.org

or mail to:

Wildlife Center of Virginia
% Michael Adkins
P.O. Box 1557
Waynesboro, VA 22980

No phone calls, please.

The Wildlife Center of Virginia is an equal opportunity employer.