



WILDLIFE CENTER OF VIRGINIA

Volunteer Program Coordinator

General Description

The Wildlife Center of Virginia, a non-profit wildlife hospital, is hiring a full-time Volunteer Coordinator. This position coordinates the Center's volunteer and student externship programs. Additionally, this position provides administrative support for the veterinary department, including management of state and federal permits.

The Wildlife Center is a non-profit conservation organization with a professionally staffed, fully equipped, 5,700 square-foot hospital, research, and environmental education center located in Waynesboro, Virginia, in the heart of the Shenandoah Valley. WCV is presented with approximately 3,800 patients annually representing more than 200 different species.

The Center currently works with on-site treatment, rehabilitation, and outreach volunteers and has approximately 60 active volunteers in 2023, with plans to continue to grow this program. The Center is a teaching hospital and has robust programs in treatment and rehabilitation. Each year, the Center hosts about 40 fourth-year veterinary students and international veterinary professionals, as well as about 20 rehabilitation externs.

The Volunteer Coordinator is supervised by and reports to the Director of Veterinary Services. Forty hours per week is required, but scheduling is flexible. The Center is looking to fill the position immediately; the position will remain open until the right candidate is hired.

Duties and Responsibilities

Volunteer management, recruitment, and coordination

- Recruit, interview, and onboard new volunteers
- Coordinate and participate in training of volunteers, including the development of training materials
- Coordinate volunteer schedule
- Assess need for and coordinate group volunteer projects
- Regularly correspond and communicate with volunteers
- Work with volunteer committee to continue to grow and improve volunteer program
- Address volunteer performance issues and provide feedback on performance
- Coordinate volunteer appreciation activities
- Maintain volunteer profiles in online volunteer database, ensure volunteer hours are tracked and help with development of the online portal
- Organize, track and upkeep volunteer records and status
- Review, vet and coordinate community service volunteers

Student externship management, recruitment, and coordination

- Advertise veterinary, rehabilitation and outreach externship opportunities to a broad audience
- Receive, review, interview and accept externship applications based on availability



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- Schedule extern students
- Correspond with externship students and provide necessary externship details
- Coordinate transportation for externship students to and from local airports
- Perform orientation for externship students
- Prepare certificate of completion for externship students and send program evaluations
- Work with veterinary department to continue to grow and improve externship program
- Provide oversight to extern student house, and coordinate other host family accommodations as needed
- Serve as a point of contact for students seeking information, assistance, or advice related to program participation.
- Coordinate student shadowing and facilitate high school mentorship student opportunities
- Ensure accuracy and clarity of student externship manuals and other related materials.

Permitting and administration

- Manage, update, and maintain rehabilitation permits with Virginia Department of Wildlife Resources and U.S. Fish and Wildlife Services
- Prepare and submit annual report to the Virginia Department of Wildlife Resources and U.S. Fish and Wildlife Services
- Contact Virginia DWR to report time sensitive out-of-state admissions, species of concern, and legal cases
- Contact health departments to report rabies exposure
- Coordinate submission of eagle bodies to Eagle Feather Repository
- Coordinate annual rabies titer clinic to ensure all employees are in compliance with regulations
- Serve as point of contact for staff and volunteers in regards to permit requirements and conditions

Qualifications

- Demonstrated ability to handle diverse and competing tasks independently, efficiently, and accurately; flexibility is a must.
- Demonstrated reliability and dependability.
- Ability to organize, set goals, and meet deadlines; attention to detail is necessary, along with strong time management skills
- Team player with strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Professional demeanor; ability to interact and communicate with the public, law enforcement, veterinarians, wildlife rehabilitators, and others.
- Commitment to wildlife, conservation, and the environment. Previous wildlife rehabilitation experience preferred.
- Pre-exposure rabies vaccination or valid titer within two years of start date.
- 2023-2024 COVID-19 Vaccine
- Valid driver's license.



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Compensation and Benefits

- Compensation is negotiable based on experience and qualifications. Salary range starts at \$18.00 per hour or \$37,440 annually.
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- The Wildlife Center of Virginia offers:
 - 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, with employer match (up to four percent)
- Continuing Education (CE) opportunities

To apply, please e-mail cover letter and resume to Karra Pierce at kpierce@wildlifecenter.org or mail to:

Dr. Karra Pierce
Director of Veterinary Services
Wildlife Center of Virginia
PO Box 1557
Waynesboro, VA 22980
kpierce@wildlifecenter.org

No phone calls please. Center phone lines are best kept open for wildlife emergencies.

The Wildlife Center of Virginia is an equal opportunity employer.