

Wildlife Receptionist

OBJECTIVE: Wildlife Receptionist Volunteers will welcome customers to the WLC and provide information about the center and about our wildlife rehabilitation efforts. In addition, volunteers will assist with incoming wildlife and return calls received to our clinic. As a wildlife receptionist, you will be trained to answer all pertinent questions and how to accept patients for care.

ENVIRONMENT:

- Office, indoors – admissions desk.
- Extensive contact with the public.
- May be faced with emergency medical situations and emotional people

PHYSICAL ABILITIES:

- Must be able to lift 10 pounds.
- Dexterity of hands and fingers for keyboarding and phone usage purposes.
- Walking, kneeling, bending, sitting, and /or standing for a 4 hour shift.
- Must be able to clearly speak and hear for information exchange.
- Vision is required for recording, updating data, and preparing records for file.
- Must be able to wear ear piece for walk-talkie.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years old.
- Must be able to provide medical documentation of a valid tetanus vaccine.
- Must complete all designated training.
- Will be required to perform duties with minimum supervision.
- Must be able to operate general office equipment.
- Must be willing to read the HAR Wildlife Center's Volunteer Hand Book and adhere to all of the HAR Wildlife Center's policies and procedures.
- Will be required to maintain confidentiality, follow directions, and take correction as needed.
- Organizational and customer service skills are recommended.
- Must be drug free and will be subject to a criminal background check.
- Must be able to commit to a 4 hour weekly shift for a least 6 months.
- Must love working and speaking to the public!
- Must love wildlife!

RESPONSIBILITIES WILL INCLUDE:

- Assisting customers in the Wildlife Center office
- Ensuring presenters fill out all necessary paperwork.
- Answering phone calls; retrieving messages
- Documentation, record keeping, and filing.
- Maintaining a positive attitude and professional demeanor at all times.
- Collecting donations; carrying them to the kitchen.
- Minor cleaning may be assigned.

- ***Every applicant is not guaranteed acceptance into the Humane Animal Rescue Wildlife Center. The Humane Animal Rescue also maintains the right to dismiss individuals at any time.**