



Progressive Animal Welfare Society

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Lynnwood, WA 98046 www.paws.org

Job Description

Position Title: Seasonal Assistant Wildlife Admissions Specialist Position
Accountable to: Wildlife Rehabilitation Manager
Date Posted: January 15, 2012
Closing Date: February 15, 2012
Seasonal Position: April 1-September 30, 2012

Purpose of Position:

To admit wildlife to the center in a timely and professional manner, and to ensure that members of the public receive proper attention and appropriate information when interacting with the wildlife department.

Duties and Responsibilities:

- Answer the wildlife center telephone and respond to messages.
- Actively respond to public inquires and concerns about wildlife. Ensure that accurate and humane information is given out, promote co-existence with wildlife.
- Receive and admit wildlife brought to the center. Ensure that proper records are begun and that relevant information is gathered from the finder. Send disposition cards requested by the public.
- Solicit donations from the public upon patient admittance.
- Responsible for data entry and accuracy of records in database.
- Track donations to the center and phone calls.
- Deal compassionately with distressed members of the public.
- Responsible for maintenance of reception lobby area and cleanliness of the examination room and equipment.
- Assists with other tasks as needed.

Controls Over Work:

The Wildlife Reception and Admission staff works under the direction of the Rehabilitation Manager and is expected to work without direct supervision.

Physical Demands:

Work is performed both in and out of the office and may require sitting for long periods of time. Must be able to lift a minimum of forty (40) pounds. Must be able to obtain or have a valid Washington driver's license.

Requirements:

- A minimum of two-years of college-level education, or the equivalent in experience, with a proven interest in wildlife.
- A minimum of three months experience in a wildlife rehabilitation center or related field.
- Excellent telephone manners.
- Experience supervising people; ability to work quickly, efficiently and calmly.
- Good computer skills.
- Must be able to communicate clearly in English, both verbally and in writing.
- Organized, efficient and able to work independently where there may be no existing protocols.
- Able to work under stressful situations.
- Able to utilize a high level of patience and compassion when interacting with the public.

Note: Under the provisions of the Immigration and Reform Act of 1986, the successful candidate will be required to provide both evidence of identity and eligibility for employment

How to Apply:

Send resume, cover letter, two letters of reference and PAWS employment application via email to emeredit@paws.org or to Emily Meredith, Wildlife Rehabilitation Manager, PO Box 1037, Lynnwood, 98046.