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| <b>Position Description:</b> | <b>Admissions Volunteer</b> |
| <b>Status:</b>               | Volunteer                   |
| <b>Date Created:</b>         | March 2023                  |

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## **POSITION PURPOSE**

Under the supervision of the Wildlife Hotline and Admissions Coordinator and Volunteer Coordinator, the Patient admissions volunteer assists with admitting patients for treatment in our Wildlife Clinic, maintaining triage and lobby spaces, communicating with rescuers and visitors, and administrative tasks. The Admissions Volunteer will work alongside the Wildlife Hotline and Admissions Coordinator, Wildlife Specialists, and Wildlife Rehabilitation Apprentices and other staff to support the organization as a whole and serve Center for Wildlife's mission to sustain local wildlife.

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### **I. POSITION RESPONSIBILITIES**

- A. Maintaining the triage, front desk, and lobby spaces to ensure they are clean, safe, and presentable.
- B. Safely facilitating the transfer of patients into our care.
- C. Initial supportive care of patients prior to exam from a Wildlife Specialist.
- D. Communicating with the public on wildlife issues and Center for Wildlife's policies, mission, and protocols.
- E. Use of Wildlife Rehabilitation Medical Database to input patient information
- F. Administrative assistance .
- G. Assistance with the wildlife emergency hotline.

### **II. DESIRED SKILLS, KNOWLEDGE, AND ABILITIES**

- A. Basic knowledge of local wildlife and common wildlife issues, or ability to learn.
- B. Computer Literacy.
- C. Comfort working independently and adhering to established protocols.
- D. Physical fitness to work 4 hours (with breaks) and lift up to 50 pounds.
- E. Willingness to learn, assist staff, and take initiative as needed.
- F. Willingness to communicate and interact with the public in general as well as during Nature Center open hours and/or during special events.
- G. Ability to remain calm in stressful or busy situations, ensuring the best outcome for patients, rescuers, and Center for Wildlife team members.

### **III. TIME COMMITMENT**

These positions are requested to work a minimum of one, four hour shift per week seasonally, April-September, with the opportunity to continue year-round or return the following season. The volunteer shifts will run from 9am - 1pm and 1pm - 5p.m. We will work with you to determine the best fit for your schedule.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_