



Position: Wildlife Helpline & Admissions Assistant
Hours: Full-time (40 hrs/week), flexible schedule
Dates: April to August 2017 (12-14 weeks)
Pay: \$11 per hour
Closing: open until filled

Wildlife Rescue is seeking enthusiastic, hard-working applicants for the position of Wildlife Helpline & Admissions Assistant, to perform essential daily helpline and admissions duties in our rehabilitation centre. We hope to appoint 3 people, to work alongside our staff and volunteers, and help keep us in operation 7 days a week during our very busy baby bird season through spring and summer. These positions are made available through the federal Canada Summer Jobs program, administered by Service Canada, and are subject to confirmation of grant funding in April.

To be eligible to apply for these positions, applicants **must be students** who:

- are between 15 and 30 years of age at the start of employment;
- have been registered as full-time post-secondary students in the previous academic year and intend to return to a post-secondary education on a full-time basis in the next academic year;
- are Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration & Refugee Protection Act; and
- are legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

Responsibilities

- Provide daily assistance on the phone for members of the public that have wildlife questions, issues or have found injured wildlife
- Record and respond to incoming calls
- Provide advice on wildlife situations
- Help organize the transfer of wildlife to our Wildlife Hospital
- Communicate with volunteers, and admission and hospital staff
- Assist members of the public who arrive at the Wildlife Hospital with injured wildlife
- Process the information and paperwork needed for wildlife intakes
- Talk and educate people about cohabiting successfully with wildlife in the urban environment
- Talk to the public about how we are funded and how they can help support our organization

Requirements

- Reliability
- Good organization and time management

- Excellent communication skills
- Patience and compassion
- Ability to work in a fast-paced, dynamic environment
- Comfortable around small birds and mammals
- Proof of current tetanus vaccination, a clean criminal record check
- Ability to work five 8-hour shifts a week, which will include evenings, weekends and statutory holidays

Training

- Basic Helpline and Admissions Training
- Specific training on responding to baby bird, and nuisance and injured wildlife calls
- Ongoing training provided by staff on shift as required

Benefits

- Help us reduce the suffering caused to wildlife by human activities
- Become part of a small team making a difference
- Increase your knowledge of local species and how to cohabit with wildlife
- Expand your knowledge and skills in communications, customer relations, and administration
- Learn about the field of rehabilitation and network with other animal care centres in the Lower Mainland

To apply for a position, please send a cover letter and resume in one pdf file to:

Human Resources Director
Wildlife Rescue Association of BC
5216 Glencarin Drive
Burnaby, BC V5B 3C1
Email: recruitment@wildliferescue.ca

Please be advised that **only short-listed candidates will be contacted** for interviews, but Wildlife Rescue would like to thank all applicants in advance for their interest.