



Job Title: Volunteer & Release Site Coordinator
Position Type: Full-time
Employment Status: Hourly, Non-Exempt

Compensation: Negotiable, based on experience
Benefits: Available after 3 months of continuous employment
Application Deadline: April 1, 2021 (*Position may close earlier if filled.)
Position Start Date: Negotiable on or after April 1, 2021

Please submit your resume and cover letter to:

Laura Stastny, Executive Director

E-Mail: info@nebraskawildliferehab.org

Mail: Nebraska Wildlife Rehab, Inc.

Attn: Laura Stastny

PO Box 24122

Omaha, NE 68124

(Mailed inquiries must be received by the application deadline.)

Job Description:

The Volunteer & Release Site Coordinator is responsible for daily supervision and management of the Wildlife Center's volunteer program, as well as recruiting, training, mentoring, and scheduling all volunteers. This position is also responsible for recruiting private landowners for wildlife release sites and evaluating sites to ensure that they are safe and appropriate for rehabilitated wildlife, and that all NWR procedures and protocols are followed to ensure the safe return of wildlife to the wild. The Volunteer & Release Site Coordinator will work closely with other staff members to ensure that volunteers receive the training and support to work throughout the Wildlife Center and in the community.

Primary Duties:

- Actively recruit volunteers through social media, public speaking, community meetings, and other venues
- Assist in training and serve as primary contact for all volunteers.
- Prepare for, schedule and provide regular volunteer orientations, initial training, and enrichment opportunities for volunteers.
- Keep all volunteer materials and programs current.
- Devise and implement effective volunteer support and retention programs.
- Form personal relationships with volunteers and provide each with meaningful feedback.
- Utilize volunteer management software to coordinate volunteers and track qualifications.
- Schedule volunteers and ensure all duties are covered.
- Implement a robust volunteer recognition program.
- Regularly update Executive Director and Board of Directors on recruitment, retention and hourly metrics
- Recruit landowners as release sites for rehabilitated wildlife
- Implement an on-site inspection and monitoring program to ensure sites are appropriate and safe, and that all protocols for release are followed.

Other Duties:

- Assist in coordinating special events, including Bat Release, fundraisers, and other community collaborations.
- Work with Rescue & Rehabilitation Coordinator and Executive Director in interviewing and selecting internship candidates.
- Back-up wildlife hotline and front desk service
- Assist in field rescues and animal husbandry tasks as needed.
- Serve as a community ambassador for NWR and native wildlife.
- Other support duties as assigned.

Skills/Qualifications:

- Prior volunteer or staff supervision experience required.
- A background in public speaking and/or environmental education preferred.
- Proficient with Microsoft Office (Word, Excel), Outlook, and other web-based programs
- Ability to operate a personal computer, word processing software, copy machine, and answer telephones in the prescribed manner.
- Superior interpersonal and communication skills required.
- Self-starting, extremely organized, and innovative
- A desire to help people, as well as animals, is a must. Our volunteers are our family.
- Demonstrated professionalism and flexibility - NWR is a fast-paced and changing environment.
- Requires level-headed problem solving and an aversion to drama.

Education & Experience:

- Bachelor's degree in natural sciences or education preferred.
- Preference will be given to those with wildlife rehabilitation experience.
- Public speaking and personnel management experience required.

Physical Demands:

- Ability to lift up to 40 lbs
- Ability to hike over uneven ground for several hours when inspecting release sites.

Other Notes:

- Weekend and evening hours will be required.
- Vacation time may be less available during our busiest months (May through August).
- This is primarily a human-involved position. Hours working directly with wildlife will be mostly while training and supervising volunteers.

Nebraska Wildlife Rehab, Inc. is an Equal Opportunity Employer. Background checks are conducted on all employees and are a requirement for employment.