



Wildlife Images
Rehabilitation & Education Center
A Non-profit Organization since 1981
Tax ID: 93-0793314

P.O. Box 36, Merlin OR 97532
11845 Lower River Road
Grants Pass, Oregon 97526
www.wildlifeimages.org
541-441-0222

PART TIME GUEST SERVICES

Submit résumé to Brad Montejano at BradM@wildlifeimages.org.

Wildlife Images Rehabilitation and Education Center is seeking a Guest Services Team Member who embodies the mission of rescuing, rehabilitating and releasing wildlife, as well as providing environmental education for children, youth, and the general public. The successful candidate will have the opportunity to provide amazing customer service and create an environment that will instill the same passion within our community.

The Guest Services Team Member's primary responsibilities will be ensuring positive guest experiences at a facility that is passionate about creating extraordinary and memorable moments. Secondly, the Team Member will process admissions, sales in the gift shop, including memberships sales, and assisting with patient intake charts and transfers to our wildlife clinic.

DUTIES AND RESPONSIBILITIES

General

- Create a professional and enjoyable environment for guests
- Sell and promote memberships to all guests
- Interact with guests and other staff members in a professional manner
- Train and follow policy and procedure manual
- Answer phones, disseminate accurate information in a professional manner
- Food handler's permit (will help obtain)
- OLCC license (will help obtain)

Gift Shop

- Maintain daily sales records
- Open and close out register daily with accurate counts
- Maintain professional display of gift shop merchandise
- Maintain a clean, safe and professional physical environment
- Work with the Marketing Coordinator and Animal Care Team to maintain current and accurate information to relay to guests

Admissions

- Maintain admissions records and schedule
- Act as a park guide on campus when needed to give an excellent visitor experience and maintain safety.

Animal Patient Processing

- Follow proper procedures and safety measures when animals arrive for care
- Ensure all necessary information is collected

MINIMUM QUALIFICATIONS

- High School Diploma
- Proficient in using MS Office suite and Google Apps/Gmail
- Available to work holidays and both weekend days, some evenings
- Self-motivated, detail oriented, and excellent time management
- Excellent communication skills; both written and oral
- Excellent problem-solving skills; ability to exercise independent judgement and decision-making
- Ability to accurately apply common business math skills and concepts, and balance the cash register
- Passion for our Mission of Saving Wildlife

This Job Is:

- A job for people 18-and-older, and older job seekers are encouraged to apply
- Open to applicants who do not have a college diploma

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