

Volunteer Position: Intern & Volunteer Projects Coordinator

This is a vital role within WRI and the successful applicant will become part of WRI Hospital Team, reporting directly to the Hospital Manager. This role will suit someone with excellent planning skills, the ability to network and manage volunteers and the ability to manage a variety of important tasks in a busy day. The position is an immediate start, based in Meath at the Wildlife hospital.

Duties:

- Liaise with the Hospital Manager to identify and prioritise tasks, projects and process adjustments beneficial to optimal running of the Hospital
- Liaise with the Hospital Manager and the Animal Manager and interns to: communicate selected tasks/projects, encourage interns / volunteers to take responsibility for each task/ project and to identify time-frame for interns / volunteers to complete assigned tasks / projects.
- Direct and lead interns and volunteers to carry out these tasks efficiently and thoroughly.
- Receive reports from interns / volunteers upon tasks completion.
- Review tasks with interns / volunteers and assess successful task completion.
- Regularly communicate progress updates directly to Animal Manager and Hospital Manager.
- Highlight particular contributions/efforts of interns / volunteers directly to the Hospital Manager.
- Ensure the highest standard of care is provided to our wild animal patients.

Other Responsibilities:

- Identify with the Hospital Manager focus areas of intern responsibility e.g. sustainability, infection control, enrichment, education, volunteer rostering to be allocated to specific interns.
- Assist as requested by the Hospital Manager with intern / volunteer interview process.
- Provide feedback to the Hospital Manager to aid in intern / volunteer appraisal.
- Assist in the creation and compliance of protocols and procedures.
- Adhere to appropriate social distancing and other guidelines during pandemic.

Requirements:

- Team player and ability to motivate others.
- Ability to recognise and celebrate individual's efforts and team achievement.
- Champions collaborative working and puts the team above the self.
- Follows instructions and responds to management direction.
- Listens and responds constructively to others' views.
- Gives and welcomes feedback and shares expertise.
- Fosters a positive and inclusive work environment.

Preferred Skills : some of the following:

- First-hand experience as a volunteer in a variety of organisations.
- Experience supervising / directing volunteers and/or staff.
- Experience in recruitment and selection of volunteers, students and/or staff.
- Experience in project management and /or process improvement.
- Experience in a hospital environment (human or animal).

Training: Training will be provided

To Apply:

Please visit www.wri.ie to download a VOLUNTEER APPLICATION FORM. Please complete and email back to volunteer@wri.ie together with your C.V. and a written reference attached. Please put "Intern & Volunteer Projects Coordinator" in the subject line.

Location: Wildlife Hospital, Tara na Ri, Garlow Cross, Navan, Co Meath, C15 V9TW