



Effie Yeaw Nature Center

Volunteer Opportunities

Clerical Assistant

Objective:

To assist with the daily operations of the Effie Yeaw Nature Center.

Responsibilities:

Volunteers will schedule time with the Volunteer Coordinator to help with clerical tasks such as filing, photocopying, laminating, and mailings. This position is a great entry level position into the many aspects of the Nature Center's programs.

Commitment:

On-site training and regular assignments on weekdays with a four hours per month minimum performing a variety of clerical duties.

Qualifications:

Previous experience is not necessary.

- Ability to maintain confidentiality concerning Nature Center records is essential
- Good listening skills
- Ability to learn new tasks
- Ability to work quietly as Volunteers work in the staff room
- Volunteers 18 years old and older must be free from any arrest or conviction of any felony or misdemeanor offense involving violence, sexual or physical abuse of any adult or child, or any felony narcotic offense.
- Volunteers are required to submit a set of fingerprints, before their first day of work, in order for the Parks Department to obtain related criminal records. The Volunteer Coordinator will provide information on how to meet this requirement.

Training and Preparation:

Volunteers are given an orientation to the Nature Center history and philosophy. On-site training is provided by the Volunteer Coordinator as required.

Evaluation:

Volunteers are encouraged to meet with the Volunteer Coordinator or their supervisors whenever necessary to discuss situations which may arise. Periodic evaluations will be used to determine if his/her needs and those of the Nature Center are being met.

Supervisor:

Volunteer Coordinator or Department Supervisor