



Effie Yeaw Nature Center

Volunteer Opportunities

Receptionist

Objective:

Greet visitors and answer the phones. Since the receptionist is often the only person with whom customers will speak it is very important to provide a welcoming, professional and helpful demeanor.

Responsibilities:

Includes greeting the public, answering questions, stocking sales items and brochures, keeping shelves clean and orderly, putting up or taking down the flags, working the cash register, answering the phones, taking program reservations, covering the donation box, and recording visitor statistics at the end of the day.

Qualifications:

Love of nature, friendliness, interest in public service, ability to learn multi-line phone system and detail oriented.

Volunteers 18 years of age 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, should any exist. The Volunteer Coordinator will provide information on how to meet this requirement.

Training and Preparation for Job:

Training is provided by the Naturalist-on-Duty and an experienced volunteer receptionist. New receptionists will work at least one shift with an experienced receptionist until he/she feels comfortable with the responsibilities of the job. The Naturalist-on-Duty will continue to offer on-the-job training as needed.

Evaluation:

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

Commitment:

4 hours every week or every other week for at least 4 months.

On-The-Job Supervisor:

Volunteer Coordinator and the Naturalist On Duty.