

VOLUNTEER JOB DESCRIPTION

TITLE: General Activities & Grounds Volunteer
LOCATION: Chinsegut Nature Center & Wildlife Environmental Area
SUPERVISOR: Chinsegut Nature Center Director

Background:

The Chinsegut Wildlife and Environmental Area and Nature Center (CWEA) is unique in the Florida Fish and Wildlife Conservation Commission's (FWC) wildlife management system, as it is the only area managed specifically with the goal of providing conservation education programs to the public.

The CWEA is composed of two tracts. The 408-acre Nature Center Tract contains rolling sandhills and scenic Mays Prairie, hiking trails and boardwalks, and a 49-person capacity Nature Center. The 420 - acre Big Pine tract also contains hiking trails, has open access to the public, and has the distinction of being one of the largest contiguous (and the southern-most) tracts of old-growth longleaf pine in Florida. The diverse natural communities of the CWEA provide habitats attractive to many wildlife species (including several that are endangered or species of special concern).

Position Responsibilities:

The general activities and grounds volunteer will assist in a variety of tasks that may be seasonal in nature. The principle responsibilities will be to assist with festivals and programs, maintain bird feeding stations & birdhouses and maintain butterfly gardens. The volunteer will assist with the Chinsegut Run and Fun Walk, Welcome Back Songbirds, Reptile/Amphibian Expo and Pioneer Day, archery workshops, educator workshops and other programs.

Assigned Tasks:

- Clean birdhouses yearly and replace as needed
- Maintain bird feeders
- Maintain butterfly gardens
- Assist The Nature Center and WEA visitors as needed
- Set up and take down tents, chairs and tables for festivals
- Assist as a guide at festivals when needed
- Assist with teacher workshops
- Count visitors and provide traffic control
- Assist in archery workshops
- Assist in registration of visitors

Skills/Previous Experience/Qualifications:

- Excellent verbal skills
- Proven direct public contact experience
- Can lift 25 lbs
- Enjoy working with plants
- Extreme flexibility in working with others, good team player
- Able to climb ladders
- Must possess a valid driver's license

Requirements:

- Complete required orientation and training
- Complete appropriate application and other administrative forms correctly
- Accurately record volunteer hours
- Contribute at least 4-8 hours of scheduled work each month

Benefits: The General Activities and Grounds Volunteer will get a “behind the scenes” exposure to public events and nature center maintenance. They will get many chances to interact positively with the public. They will see the fruit and flowers of their success with work in the butterfly garden. They will increase the success of cavity nesting birds.

Length of Commitment: The General Activities and Grounds volunteer will need to commit to at least 4-8 hours a month, especially during the busy season (the cooler months) of the year.

Equipment Issued:

- Uniform T-shirt
- Nametag
- Volunteer Handbook
- Educational Materials

Please contact Kristin Wood (352)754-6722 or email Kristin.wood@fwc.state.fl.us if you are interested in applying.