

VOLUNTEER JOB DESCRIPTION

TITLE: Office 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).

Chinsegut WEA will be expanding the hours it is open to the public to Wednesdays and Fridays from 9:00 a.m. to Noon, and Saturday 9:00 a.m. to 2:00 p.m. in the spring of 2004. We are seeking an Office Volunteer to assist the Nature Center Director in managing the growth of its volunteer, recreation and environmental education programs.

Position Responsibilities:

The office manager's principle responsibilities will be to answer telephones, register participants for activities, provide information to the public about programs, filing, manage a database for volunteers, assist in making materials for training programs, assist in setting up and dismantling public programs, assist in keeping the Nature Center tidy, and other day-to-day management of the office, as requested.

Assigned Tasks:

- Answer phones
- Address general questions from public, take accurate messages for the CWEA director
- Assist in mailings
- Develop a database for volunteer management
- Organize and file
- Complete daily operations tasks as assigned by The Nature Center Director
- Assist The Nature Center and WEA visitors as needed

Skills/Previous Experience/Qualifications:

- Excellent verbal and written communication skills
- Proven direct public contact experience
- Strong organizational skills
- Word processing, EXCELL or other data base management
- Extreme flexibility in working with others, good team player
- Ability to lift 25 pounds
- 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 24 hours of scheduled work each month
- Study history and natural science as applied to Chinsegut Nature Center and WEA
- Be willing to pursue additional professional development opportunities

Benefits: The Office Volunteer will get a "behind the scenes" exposure to wildlife and land management on a Wildlife Management Area, as well as a the nature center. The volunteer has an invaluable role of working very closely with the CWEA director. The office volunteer could frequently be the first person that is in contact with the public, either by phone or in person. This responsibility can be rewarding to the right individual.

Length of Commitment: The office volunteer will need to commit to at least four to six hours twice a week, especially during the busy season (the cooler months) of the year.

Equipment Issued: In addition to having a separate computer, desk and phone line, administrative materials,

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

Chinsegut Nature Center Director Date

Chinsegut Office Volunteer Date

OfficeGJB02/2004