JOB TITLE: NATURE EDUCATION CENTER RECEPTION DESK/GIFT SHOP VOLUNTEER (18 YEARS OR OLDER)

DESCRIPTION OF WORK:
This position involves greeting Nature Education Center (NEC) visitors, providing information about the NEC and other parks, answering questions, answering the phone, and making sales in the gift shop. Volunteers would not have a regular schedule and the hours would vary throughout the year. The greatest need will be weekdays (Tuesdays through Fridays) in April through early June and September through October, and on selected Saturdays and Sundays (afternoons). The time may vary from 2 hours to 4 hours per shift. Training will be provided.

JOB RESPONSIBILITIES:
1. Greet, orient and monitor visitors
2. Answer phone calls
3. Supervise the gift shop and perform cash register transactions
4. Assist NEC staff with office projects
5. Attend training sessions

SKILLS/EXPERIENCE NEEDED:
1. Ability to greet people and make them feel welcome
2. Interest and some knowledge in nature and the out-of-doors
3. Some knowledge of Ottawa County Parks through personal experience preferred.
4. Ability to communicate effectively in person and on the phone
5. Basic computer skills
6. Some sales, point of sale, or cash register experience preferred

TIME COMMITMENT: 2 + years