

Volunteers Needed at Silver Lake Nature Center

Position Title: Greeter & Program Assistant

Purpose: The position of Front Desk Greeter serves as the receptionist for the Nature Center, supporting the organization's mission of inspiring connections with nature for people of all ages, interests, and abilities.

Location: The Front Desk Helper works in the public reception area of the organization's main office and assists with some programs in the Nature Center

Key Responsibilities:

- The Front Desk Helper answers the main phone line and directs calls
- Runs the register and monitors Nature Store
- Answers questions about the Nature Center
- Works with computer software to help produce publications
- Works with public and live animal displays
- Other duties as assigned

Length of Appointment: The Front Desk Greeter & Program Assistant is assigned to one day per week for a period of three months. After three months, the Front Desk Helper may be reappointed for another three months at the discretion of the supervisor.

Time Commitment: One day per week (Saturday or Sunday) for five hours (Noon.-5:00 p.m.), for a minimum of three months.

Qualifications: Basic knowledge of computer and data entry. Ability to learn Cash Register and Phone system. Pleasant manner, patience, problem-solving ability, dependability.

Support: Training for this position will be provided. In addition, the Assistant Director will be available for questions and assistance. All Volunteer hours are recorded and can be used to fulfill community Service Hours.

Dress Code: Business Casual