

Environmental Discovery Center (EDC) Volunteer Position Description

Position Title: Fundraising

Purpose: Fundraising volunteers seek out community partnerships and sponsorships in support of the EDC.

Location: Various Locations (mostly in Volusia County)

Key Responsibilities:

- Seeks out community partnerships and notifies supervisor.
- Sets up meetings with potential sponsors or partners.
- Promotes the EDC.
- Distributes flyers, calendar of events, and other appropriate materials.
- Answers questions and provides forms or other documents when necessary.
- Other duties as assigned.

Supervisor: Recreation Program Specialist

Length of Appointment: A minimum of three months. After three months, an evaluation will be given and the appointment may be extended at the discretion of the supervisor.

Hours: There are no scheduled hours for this position. Hours will be determined by meetings set up with potential partners/sponsors.

Qualifications:

- Be familiar with the EDC.
- Have the ability to communicate clearly and concisely.
- Be reliable, timely, and amiable.
- Have the ability to work independently.
- Have good interpersonal skills.

Support: Direction will be given for this position. In addition, the Recreation Program Specialist and/or other volunteers will be available for questions and assistance. Regular meetings will occur for all EDC volunteers.

Age Requirement: None

Dress Code: Volunteer shirt, solid colored pants, close-toed shoes, and nametag.

Benefits: Receive a free volunteer shirt, attend volunteer appreciation events, and have the opportunity to meet new people and learn new things.