

## **Environmental Discovery Center (EDC) Volunteer Position Description**

**Position Title:** Outreach

**Purpose:** Outreach volunteers seek out and attend outreach events as EDC representatives. Needs vary based on when outreach opportunities are available.

**Location:** Various Locations (mostly in Volusia County)

**Key Responsibilities:**

- Seeks out outreach opportunities and notifies supervisor.
- Attends outreach events as EDC representative.
- Speaks to visitors of all ages and backgrounds and promotes the EDC.
- Distributes flyers and calendar of events.
- 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:** Outreach opportunities will typically be on weekends but days and times will vary. Scheduled hours of this position will vary.

**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.
- Have the ability to stand for extended periods of time.
- Must be able to provide own transportation to outreach locations.

**Support:** Direction will be given prior to the outreach opportunity. 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:** 18+

**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.