

Environmental Discovery Center (EDC) Volunteer Position Description

Position Title: Program Development

Purpose: Program Development volunteers help to develop programs for the EDC to support the mission and goals.

Location: N/A (work can be done from home)

Key Responsibilities:

- Develops innovative program ideas.
- Conducts the appropriate research to prepare for program.
- Identifies necessary materials to support the program.
- Tailors programs to meet certain ages or other requirements.
- Writes complete program scripts.
- 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.

Qualifications:

- Be familiar with the EDC.
- Have good written communication skills.
- Be reliable, timely, and amiable.
- Have the ability to work independently.
- Basic knowledge of Florida's ecosystems.
- Prior environmental education experience preferred.

Support: Training for this position will be provided. 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.