

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

**Position Title:** Special Events

**Purpose:** Special Events volunteers provide assistance for special events during set-up, break-down, and the duration of the event. Needs vary based on when special events are scheduled.

**Location:** Environmental Discovery Center

**Key Responsibilities:**

- Makes phone calls or distributes flyers prior to the event when necessary.
- Assists with set-up and break-down of event.
- Participates in assigned area of event.
- Interacts with visitors of all ages and backgrounds.
- 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 special events. After three special events, an evaluation will be given and the appointment may be extended at the discretion of the supervisor.

**Hours:** Special events will typically be 4-5 hours in duration and held on weekends. Hours 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 the ability to lift up to 20 pounds.
- Have the ability to stand for extended periods of time.

**Support:** Direction will be given prior to the special event. 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.