

Environmental Discovery Center (EDC) Volunteer Position Description

Position Title: Exhibit Docent/Greeter

Purpose: Docents provide a friendly and informative environment to the visitors and are needed to staff the EDC Tuesday – Saturday from 10 a.m. to 4 p.m.

Location: Environmental Discovery Center

Key Responsibilities:

- Answers the main phone line and provides necessary information.
- Welcomes and greets visitors of all ages and backgrounds.
- Engages visitors in conversation about displays.
- Monitors displays and classroom for supplies and general cleanliness.
- Answers questions and provides forms or other documents when necessary.
- Provides a list of upcoming programs and events.
- May be required to open and/or close building on select days of the week.
- Other duties as assigned.

Supervisor: Recreation Program Specialist

Length of Appointment: Minimum of two days per week for three or six hour shifts (four hour shifts on Saturdays) for 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: Tues – Sat: 10 a.m. – 1 p.m., 1 p.m. – 4 p.m., or 10 a.m. – 4 p.m.

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: 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: 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.