



# Effie Yeaw Nature Center

2850 San Lorenzo Way, Carmichael, CA 95608    SacNatureCenter.net    (916) 876-4918

## **Position Title: Outreach Event Assistant**

**Reports to:** Manager of Volunteer Programs and staff assigned to outreach event.

**Mission:** Interpret the natural and cultural resources of the Sacramento region—principally in the lower American River Parkway.

### **Objective:**

Represent the Effie Yeaw Nature Center at community events. Provide visitors with information about our site and services available; share how individuals can get involved to support as donors, volunteers, members, or visitors; interpret table resources related to the natural and cultural resources of the Sacramento region. Deliver excellent customer service by the following methods; knowledge of organization's mission, positive attitude, initiative, a focus on the visitor's experience, and effective communication.

### **Primary Responsibilities:**

- Setup and/or cleanup of exhibit tabling materials for the Effie Yeaw Nature Center. Table, chair, shade canopy, nature center materials, etc.
- Greet the public, record visitor statistics, provide relevant information, encourage visitation to Ancil Hoffman Park and the Effie Yeaw Nature Center.
- Assist or lead a visit with an animal ambassador of the Effie Yeaw Nature Center.

### **Secondary responsibilities:**

- Handle and transport a live animal and interpret the animal ambassador for visitors.
- Lead or assist in the interpretation of tabling materials and/or activity present.

### **Skills/Qualifications needed:**

- Strong interpersonal skills, good judgement, and interest in serving the public.
- Interest in animals and wildlife; no unreasonable fear of snakes, insects, or other animals.
- Interest in learning about natural history and our animal ambassadors.
- Volunteers must be free from any arrest or conviction of any felony or misdemeanor offense involving violence, sexual or physical abuse of any adult or child, or any felony narcotic offense. Volunteers are required to submit to a background check process.

### **Training and availability:**

- Safety Training and Orientation provided by Volunteer Manager.
- Weekend availability, as events are often scheduled Saturday and/or Sunday.

**Evaluation:** Volunteers are encouraged to meet with the Volunteer Manager whenever necessary to discuss situations which may arise on the job. Periodic evaluations will be used to determine if the volunteer's needs and those of the Nature Center are being met.

**Benefits:** Ongoing learning opportunities and connect w/ a team of dedicated naturalists.