



## **Nature Center Host Volunteer**

Severson Dells is seeking dedicated volunteers to assist us in fulfilling our mission at our nature center. Nature Center Host Volunteers will staff the front desk on Saturdays and Sundays in 4- hour shifts. Volunteers also needed occasionally during the week while all the staff is out of the office for various functions. Shifts vary depending on the need. Duties include answering the telephone, greeting visitors, conducting gift shop sales, and assisting members in checking out library materials. Ability to use multi-line telephone, do simple math, able to give directions to Severson Dells Forest Preserve from various locations in the area. General awareness and appreciation of nature helpful. Warm and welcoming personality a definite plus.

### **Recommended Skills:**

- Experience working with the public
- Comfortable with the basic natural history of the area
- Experience handling small amounts of money for the gift shop
- Good communication skills

### **Additional Information:**

- Volunteers must submit to criminal background checks
- Volunteers will participate in a training program and shadow experienced weekend host volunteers
- Volunteers will be scheduled and supervised by the Administrative Assistant