



## **INDOOR VOLUNTEER OPPORTUNITIES at the Oxbow Eco-Center**

**Related Assignments:** Visitor Services, Greeter, staff support, Gift Shop, office and administrative assistance.

**Purpose:** To maintain a high quality of visitor services and grow the Oxbow's capacity to educate and engage the community.

**Best for:** people who prefer to be indoors, enjoy communicating with others, have sales or secretarial experience

**Required / desired qualifications:** great communication skills, ability to answer phone, problems solving, positive attitude, cash register or gift shop sales experience optional.

**Tasks / duties:** assist in opening and closing procedures, greet guests upon their arrival having them sign in and orient to preserve with map, answer main phone line, transferring as necessary, answering questions when possible, sanitizing surfaces, selling items from the gift shop, assisting staff in operations and preparations, maintaining visitor spreadsheet and smiling!

**Training requirements:** New Volunteer Orientation, Orientation Part 2: Understanding and communicating our land and waterways, Visitor Services training is on the job.

**Reporting:** Communicating with staff for scheduling and specific needs, logging hours and metrics through VicNet, submitting visitor attendance as needed

**Time Commitment:** 4-8 hours monthly

**Time frame:** mostly during hours of operation (Tues-Sat 12-4 pm), some may be scheduled other hours.

