

BEZAK ENVIRONMENTAL EDUCATION CENTER

VOLUNTEER POSITION DESCRIPTION

TITLE OF POSITION: Education Materials Maintenance

POSITION REPORTS TO: Educator

VALUE OF THIS VOLUNTEER POSITION: Beczak Environmental Education Center provides over three hundred programs and activities every year. For each of these programs and activities there are materials that need to be used. Beczak is seeking volunteers who will help to maintain these materials. These volunteers will help to free up educator time so that they can spend more time planning and presenting educational programs.

JOB ACTIVITIES AND RESPONSIBILITIES:

- 1) The activities that a volunteer might perform to maintain and prepare education materials will vary depending on the needs of the organization. These volunteers will need to consult with an educator to determine current needs. Some common activities for this volunteer would include:
 - a) Photocopying worksheets for programs.
 - b) Cutting out paper water celery or seahorses for programs.
 - c) Sharpening pencils.
 - d) Cleaning and mending the seine net.
 - e) Cleaning materials that have recently been used in a program (e.g., seining gear).
 - f) Preparing materials for an upcoming program.

TIMEFRAME:

DURATION OF THIS COMMITMENT: Drop in acceptable

FREQUENCY OF ACTIVITY: Maximum twice a week

EXPECTED TIME ON DAY OF ACTIVITY: 1-2 hours

QUALIFICATIONS SOUGHT:

- 1) Comfortable working alone or with a group of people.
- 2) Reliable.