

BECZAK ENVIRONMENTAL EDUCATION CENTER

VOLUNTEER POSITION DESCRIPTION

TITLE OF POSITION: Evening Lecture & Event Preparation & Clean-up

POSITION REPORTS TO: Volunteer Coordinator

VALUE OF THIS VOLUNTEER POSITION: Beczak Environmental Education Center regularly hosts special events and lectures for the public. This is one of the center's main strategies for educating the public and providing opportunities for adults and families to visit the center. With each of these events and lectures there is a variety of tasks for which we need assistance. The tasks will vary depending on the event or lecture with which the volunteer is helping. Whatever the volunteer task, every volunteer will add to our ability to provide our visitors with a great experience during which they will learn more about the Hudson River and the importance of protecting the environment.

JOB ACTIVITIES AND RESPONSIBILITIES:

- 1) The activities that a volunteer might perform at an event or lecture will depend greatly on the direct needs of the organization for a particular event or lecture. Activities could range from setting up the room with tables and chairs, setting up materials for the event, serving refreshments, answering questions from visitors, or helping to clean up after the event.

TIMEFRAME:

DURATION OF THIS COMMITMENT: 1 Event

FREQUENCY OF ACTIVITY: 1-2 times per month

EXPECTED TIME ON DAY OF ACTIVITY: 1-4 hours

QUALIFICATIONS SOUGHT:

- 1) Comfortable working with/interacting with the public. Great customer service skills.
- 2) Comfortable working alone or with a group of people
- 3) Reliable
- 4) Able to lift tables and chairs.