

Madrona Marsh Nature Preserve and Nature Center
Voluntary Position Job Description

Position	Front Desk Receptionist
Job Description	Work at the front reception desk at the Madrona Marsh Nature Center; greet new visitors and answer basic questions. Answer the telephone and provide general assistance to the Nature Center Manager and staff.
Typical Activities	Typical activities include: 1. answering the telephone and taking phone messages 2. assisting with animal feeding 3. greeting visitors to the Center 4. updating the brochure display racks 5. other tasks as requested
Required Skills or Background	<u>No experience or skills required</u> , but volunteers should enjoy meeting and talking to people, especially children.
Training	1. two-hour general orientation to the Preserve and Nature Center 2. on-the-job training by Center staff; volunteer will work in tandem with Center staff for the first month
Approximate Time Commitment/ Hours per month	The Center is open from 10 to 5, Tuesday through Sunday. Volunteers at the front desk may select either a morning shift (10-1:30), or an afternoon shift (1:30-5:00), usually one day a week per month. Many have elected to continue for more than a month.
Benefits to the Volunteer	Provide a valuable service to the City of Torrance and the Nature Center staff. Meet interesting people. Gain valuable work experience.
Other	Volunteer may graduate to other positions or take on additional responsibilities as interested.