

**Madrona Marsh Nature Preserve and Nature Center**  
**Voluntary Position Job Description**

<b>Position</b>	<b>Front Desk Receptionist</b>
<b>Job Description</b>	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.
<b>Typical Activities</b>	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
<b>Required Skills or Background</b>	<u>No experience or skills required</u> , but volunteers should enjoy meeting and talking to people, especially children.
<b>Training</b>	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
<b>Approximate Time Commitment/ Hours per month</b>	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.
<b>Benefits to the Volunteer</b>	Provide a valuable service to the City of Torrance and the Nature Center staff. Meet interesting people. Gain valuable work experience.
<b>Other</b>	Volunteer may graduate to other positions or take on additional responsibilities as interested.