

Volunteer Job Description

Station Name	Sewee Visitor and Environmental Education Center/Cape Romain NWR, Francis Marion NF
Job Title	Environmental Education Volunteer
Qualifications	Willingness to become knowledgeable about the Cape Romain National Wildlife Refuge and Francis Marion National Forest ecosystems and to become familiar with the refuge and forest management programs. Desire to work with youth of all ages in both indoor and outdoor settings. Good interpersonal and communications skills. Willingness and ability to undergo training and follow lesson plans to assist with and teach curriculum-based programs, both on and off-site. Ability to learn to use copier and fax machines and digital camera. Helpful to have computer word processing skills. Willingness to assist educator with program preparation and clean-up. Must be physically able to walk, stand and stoop. Must possess a valid state driver's license.
Duties and Responsibilities	Assist Educator with program preparation and clean-up. Use lesson plans to conduct programs and activities for youth of varying ages both on and off-site. Prepare teacher packets, program handouts and evaluation forms as needed. When assisting educator, use digital camera to take pictures during programs. When conducting outdoor programs, conditions may be hot and humid during the summer and cold during the winter. Volunteer may encounter biting insects and poison ivy.
Time commitment	Minimum of 4 hours every two weeks