

DWORSHAK FISHERIES COMPLEX VOLUNTEER JOB DESCRIPTION

Job Title: Hatchery Host

Location: Dworshak National Fish Hatchery

Duties and Responsibilities: Provide information and/or tours for groups and visitors at the hatchery during the spring Steelhead spawning season. Groups are mostly schools, from pre-K to high school age, with up to 40 people in a group. Hosts provide accurate information on the spawning process, hatchery history and purpose, hatchery operations, and answer questions from groups and individuals touring the facility. Hosts assist the tour leaders with group control. Hosts also greet individual visitors to the spawning balcony, explain the process and answer questions. Hosts are responsible for keeping their uniform items clean and wearing them when in public view. Hosts are also responsible for recording work hours in the volunteer time log.

Qualifications and Skills: Ability and willingness to work with a variety of people, from groups to individuals. Ability to speak clearly and concisely to groups of school children or individual visitors. Ability to use hand-held microphones. Ability to stand indoors for 2 to 3 hours at a time while on the visitor balcony. Ability to walk on hard, wet, sometimes uneven surfaces around hatchery grounds while talking to tour groups, spending up to one hour outdoors. Ability to work in a variety of weather, i.e. rain, wind, cold, hot, or humid, and environmental conditions, i.e. dim light, day light, background noise, wet floors, fish (dead and alive) and associated smells.

Time Commitment: During spawning tour season, commitment is a minimum of **4 hours** per week, from March 1 through June 1. School groups are scheduled on **Tuesdays, Wednesdays and Thursdays, between 9:00am and 2pm**. Hosts will need to arrive at least 15 minutes prior to the tour time to check-in, receive updated spawning and tour information, etc. Hosts may bring a sack lunch or snack if desired, and in case tours run long. **It is the host's responsibility to inform the supervisor if unable to work. Call 476-4591 after 7:30am and before you are scheduled to arrive.**

Uniforms: A lightweight jacket or vest, shirt, ball cap, name badge and volunteer patches are provided by the hatchery. These are to be worn when in public view at the hatchery. These items will be maintained in a clean and presentable manner by the host, and will be kept at the hatchery when not worn.

Other Information: Accessible parking is available in designated spaces in front of the main building; general parallel parking is available next to the lawn. Vending machines, restrooms, water fountain and coffee (for a small fee) are located in the staff area. Refrigerator and microwave are also available in the downstairs breakroom. Smoking is not allowed indoors or while on tour.

Supervision: Provided by the Volunteer Coordinator, Information/Education Assistant or the Information/Education Specialist. Other staff can assist with immediate needs and/or questions.