



Eastern MA NWR Complex Position Description: **Outreach Assistant** Assabet River National Wildlife Refuge, Sudbury, MA



The Eastern MA NWR Complex (Complex) is comprised of eight national wildlife refuges (Assabet River, Great Meadows, Mashpee, Massasoit, Monomoy, Nantucket, Noman's Land Island, and Oxbow) with a headquarters building at Great Meadows NWR, a visitor contact station at Monomoy NWR, and a newly constructed visitor center at Assabet River NWR which is located at 680 Hudson Road, Sudbury, MA.

The Assabet River NWR Visitor Center is a newly constructed, state of the art "green" building that will offer local community and tourists the opportunity to learn more about local wildlife and habitats, as well as the United States Fish & Wildlife Service. The Visitor Center is the primary location refuge visitors can obtain information about the Refuge, as well as the Eastern MA NWR Complex and the National Wildlife Refuge System. The Assabet Visitor Center also houses interactive, hands-on educational exhibits, a multi-purpose meeting room, and a Friends Group nature store. It is open year-round Thursday – Sunday, 10am-4pm.

Role of the Outreach Assistant:

- Able to work with volunteers of different ages and abilities
- Has an interest in and enjoys interacting extensively with community businesses, agencies, public and private organizations
- Coordinates with refuge staff and volunteers to locate areas within the community and beyond to post monthly fliers
- Creates a prioritized database of opportunities the refuge should be disseminating refuge information
- Assist staff with creating and delivering informative and exciting presentations to local community organizations such as VFW's, Knights of Columbus, senior centers, school career days, etc.
- Able to communicate with staff
- Ensure volunteers working with Outreach Assistant are placed in volunteer positions best suited for his/her knowledge, skills and abilities
- Possess a team attitude and friendly demeanor

Time Commitment Required:

- Minimum of a six month commitment; one year preferred
- We are looking for an individual who can commit to at least 2-6 hours a week

Training:

- Volunteers will be trained and provided with orientation
- A wildlife or natural resource based knowledge is not required
- Newcomers will shadow experienced volunteers and staff until they are ready to work independently
- Attendance at the Eastern MA NWR Complex Annual Volunteer Orientation is highly recommended (typically held in March or April each year – approximately 2 hours long)

Incentives:

- Contribute to your local community
- Share your interest in nature with the local community, traditional and non-traditional user groups, and children and help them become aware of the National Refuge Wildlife Refuge System and their local refuges
- Be part of a group of exceptional people- make new friends!
- Volunteers are greatly appreciated by the Refuge staff! Year-end awards include official "US Fish and Wildlife Volunteer" insignia hats, shirts, jackets, etc. (depending on hours accrued)
- Refuge staff can utilize volunteer hours as in-kind donations on grant applications

**If interested, please contact Kizette_OrtizVanger@fws.gov or 978.562.3527 x117 today!
The more volunteers we have working with us, the more we can provide to the community.**