



Eastern MA NWR Complex Position Description: Events Planner 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 Events Planner:

- Supervises and/or coordinates the strategic, operational and logistical activities necessary for event planning
- Able to work with refuge volunteers to coordinate assistance at events
- Help to create a detailed logistics plan for individual events
- Coordinate with volunteers and establish roles needed for specific event that is being planned
- Able to communicate with staff
- Ensure volunteers are placed in event planning positions best suited for his/her knowledge, skills and abilities
- Possess a team attitude and friendly demeanor

Time Commitment Required:

- Minimum commitment required to work with staff from beginning to completion of an individual event
- Approximately four hours per week in the early planning phase, however as event approaches the time commitment may increase to ten hours per week; attendance at event would be required

Training:

- Planners 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 lead in event coordination
- Currently, the refuge complex hosts 3-4 events per year; we are looking for one to four event planners
- 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 and children, and help insure that a respect for the natural world is passed on to future generations.
- 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.**