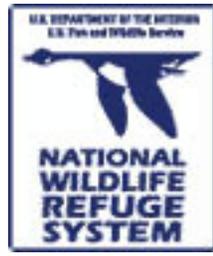




Eastern Massachusetts National Wildlife Refuge Complex



Front Desk Greeter

The Assabet River National Wildlife Refuge (ARNWR) has a state of the art “green” building that offers the local community and tourists the opportunity to learn about the US Fish & Wildlife Service (USFWS) and history of the refuge, as well as local wildlife and habitats. The Assabet Visitor Center is the primary visitor site for the entire Eastern Massachusetts National Wildlife Refuge Complex. The Center houses interactive, hands-on educational exhibits, a multi-purpose meeting room, and the Friends Group nature store. The Center hours are typically Fri – Sun, 10am-4pm.

The Monomoy visitor contact station is open with seasonal hours based on availability of interns and/or volunteers. It houses interpretive displays and has a Friends nature store.

The Great Meadows NWR headquarters office is our main administrative facility and is typically open Mon – Fri, 8am – 4pm.

RESPONSIBILITIES

- Welcome and orient visitors to the Refuge, USFWS, and NWRS
- Conduct in-depth interpretation of the center and exhibits for visitors
- Provide visitors with correct information about refuge and trails
- Answer the phone at the front desk
- Update information on whiteboard (such as wildlife sightings, refuge events, trail conditions, etc.)
- Keep brochure racks stocked with pertinent information
- Maintain cleanliness of center and exhibits, inform staff about problems with exhibits
- Check bathrooms for cleanliness (refill toilet paper & soap; empty wastebaskets as needed)
- Notify Refuge staff of any law enforcement situations
- Track # of visitors and record at the end of each day
- Thursday and Friday Volunteers needed to help with data entry and other office related projects

QUALIFICATIONS

- Possess a friendly demeanor and good verbal communication skills
- Ability to work independently and as a member of a team
- Be organized and professional
- Experience in administrative work, data entry, and public speaking is preferred, but not required

TIME COMMITMENT REQUIRED

- An orientation session of 2 hours is required shadowing an experienced volunteer.
- Commit to a minimum 4 hours per month.

BENEFITS TO VOLUNTEERING

- Gain valuable experience with administrative support and public speaking
- Learn about local wildlife and conservation issues
- Connect with a group of exceptional volunteers and staff
- Help your local community fulfill the USFWS mission of “working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people.”

If interested, please contact Kizette_OrtizVanger@fws.gov or 978.562.3527 today!