

Volunteer Position Description Quivira NWR

Position: General Maintenance Worker

Goals: To provide assistance to Refuge staff by performing a variety of regularly-scheduled tasks throughout the Refuge.

Duties and guidelines:

Volunteer will perform the following tasks as needed and directed by supervisor, and as skills and experience dictate:

- Maintaining a supply of Refuge and other leaflets in kiosks.
- Performing janitorial duties and supply upkeep for Refuge comfort stations.
- Mowing trails.
- Trimming brush and branches.
- Removing downed limbs and other obstructions.
- Removal of goose nest tubs, bluebird boxes, and other nest structures.

Other secondary tasks include:

- Performing or assisting with repair or replacement of signs.
- Bridge repair and maintenance.
- Small carpentry or mechanical repair tasks.
- Trash clean-up.
- Assist visitors by answering questions and providing directions.

Guidelines:

- Be safe at all times by following Refuge and machinery safety guidelines.
- Be responsible for the proper care and preventative maintenance on any machines used.

Qualifications and Skills Required:

- Ability to spend long periods of time working with lawn machinery.
- Ability and knowledge to perform minor repairs and installations.
- Ability to work both indoors and outdoors in a variety of weather conditions.

Qualifications and Skills Recommended:

- Ability to repair and construct using carpentry skills.
- Ability and knowledge of electrical systems to perform minor repairs and installations.
- Ability and knowledge of plumbing systems to perform minor repairs and installations.
- Ability and knowledge of motorized equipment and systems.

Work-place:

- 70% of the time volunteer will be outdoors on roads, trails, and remote facilities.
- 30% of time volunteer will be indoors in the Refuge maintenance area or a similar facility.

Time Requirements: Flexible, but preferred would be at least one half-day, one day per week.