

Erie National Wildlife Refuge
11296 Wood Duck Lane
Guys Mills, PA 16327
Tel.: 814-789-3585 Fax: 814-789-2909
www.fws.gov/northeast/erie

Volunteer Position Title: Office Assistant

Position Objective: To complete reception, clerical, administrative, and housekeeping tasks which will help the refuge to present a “good face” to the public.

Location/Work Environment: Headquarters of the refuge. The work is done in an office setting.

Hours/Days Needed: Regular 4-8 hour shifts during the Monday – Friday, 8:30am-4:30pm work day.

Duties: May include telephone and visitor reception, clerical work, mail processing, and minor custodial work. Depending on the volunteer’s experience with computers, other tasks such as word processing, and database management may be negotiated.

Skills/Abilities/Previous Experience Needed:

- Skill in using typical office machines – copier, FAX machine, mail scale, calculator
- Ability to follow directions
- Ability to work independently
- Ability assist visitors in person /on the telephone in a welcoming & professional manner
- Ability and willingness to do minor cleaning
- Skill in using computers is a plus, but is not required
- Willingness to take (and pass) any required computer security courses if used

Misc. Information: Dress in the office is casual business attire.

Supervisor: Administrative Assistant.

Contact Person for more information or to apply: Deputy Refuge Manager.