

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: Outreach and Education Assistant

Position Objective: To provide the public with information about the refuge and refuge programs.

Location/Work Environment: The work is done primarily at the Headquarters of the refuge in an office setting. Traveling throughout the Refuge is occasionally required, as well as site visits to other locations. It is possible that some of the work may be done from home if computer and email access is available.

Hours/Days Needed: Regular 4-8 hour shifts during the Monday – Friday, 8:30am-4:30pm work day are preferred, but a less regular schedule may be possible with good coordination.

Duties: May include distributing brochures; developing information flyers or brochures; creating educational activities; writing press releases; assisting with preparations for special events; leading activities for special events; enlisting speakers and other presenters for special refuge programs; and promoting refuge resources with the education community and youth group leaders.

Skills/Abilities/Previous Experience Needed:

- Ability to follow directions
- Ability to work independently
- Excellent writing skills
- Excellent telephone skills
- Creativity in developing outreach materials and strategies
- Holds a current driver's license
- Willingness to take (and pass) a defensive driver's course (at the Refuge)
- 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: Deputy Refuge Manager.

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