

## Sewee Center Volunteer Job Description

<b>Station Name</b>	<b>Sewee Visitor and Environmental Education Center/Cape Romain NWR, Francis Marion NF</b>
<b>Job Title</b>	<b>Visitor Services Volunteer</b>
<b>Qualifications</b>	<p>Willingness to become knowledgeable about the ecosystems of Cape Romain NWR and Francis Marion NF. Willingness to become familiar with refuge and forest management programs and support programs of the Friends group, Friends of Coastal South Carolina. Good interpersonal and communications skills and desire to work with the public. Willingness to assist staff with onsite and offsite projects and events. Ability to operate phone system, cash register, and copier. Ability to operate audio-visual equipment in exhibit hall and auditorium. Physical ability to stand and/or sit for extended periods of time. Must have the physical mobility to access all areas of Center. Must possess a valid state driver's license.</p>
<b>Duties and Responsibilities</b>	<p>Assist in daily operations of the visitor center to include: operating audio-visual equipment in exhibit hall and auditorium; work in cooperation with the Friends Group to promote volunteer opportunities, Friend's memberships, education programs and retail operations; stock supplies in book store; and operate cash register and credit card machine. Stock all information racks and holders at reception area with refuge, forest and concession brochures and other materials for conservation agencies and non-profit organizations. Operate phone system. Greet visitors and provide accurate information and materials. Keep staff informed of supplies, and brochures. Assist staff with various projects to include: inventory of brochures and other materials; maintain adequate supply of forest recreation guides in racks and make copies as needed. Assist staff in manning offsite exhibits and information booths as schedule permits.</p>
<b>Time commitment</b>	<p>Minimum of 4 hours each week.</p>