



Eastern MA NWR Complex Position Description: **Volunteer Coordinator** Assabet River National Wildlife Refuge, Sudbury, MA



Who are we?

The Eastern Massachusetts National Wildlife Refuge (NWR) Complex is comprised of eight national wildlife refuges (Assabet River, Great Meadows, Mashpee, Massasoit, Monomoy, Nantucket, Noman's Land Island, and Oxbow) with a headquarters building at Great Meadows NWR, a visitor contact station at Monomoy NWR, and a visitor center at Assabet River NWR which is located at 680 Hudson Road, Sudbury, MA.

The Assabet River NWR Visitor Center (Center) is a state of the art "green" building that offers the local community and tourists the opportunity to learn more about local wildlife and habitats, as well as the United States Fish & Wildlife Service (USFWS). The Center is the primary location refuge visitors can obtain information about the Refuge, as well as the Eastern MA NWR Complex and the National Wildlife Refuge System (NWRS). The Center also houses interactive, hands-on educational exhibits, a multi-purpose meeting room, and the Friends Group nature store. The trails are open year-round with Center hours of Thursday – Sunday, 10am-4pm.

Role of the "Volunteer Coordinator"

{All year round opportunity}

- New volunteers are required to shadow an experienced volunteer at the front desk for at least 2 hours
- A wildlife or natural resource based knowledge is not required
 - Able to work with volunteers of different ages and abilities
 - Help manage current volunteers and maintain schedule of active volunteers
 - Outreach to increase volunteers
 - Help create volunteer training opportunities or network with other available resources
 - Assist staff with volunteer appreciation celebration
 - Able to communicate with staff
 - Ensure volunteers are placed in volunteer positions best suited for his/her knowledge, skills and abilities
 - Possesses a team attitude and friendly demeanor
 - Assist staff in establishing monthly volunteer "work parties"

Time Commitment Required

- ✓ At least 6 month commitment to position, 1 year preferred
- ✓ We are looking for an individual who can commit to at least 6-8 hours a month and has the time to jump right in

Reasons to Volunteer

- ❖ Contribute to your local community by sharing with visitors what a special place the Refuge is
- ❖ Make new friends that share an interest in the outdoors
- ❖ Educate visitors about our treasured natural resources
- ❖ Help insure that a respect for the natural world is passed on to future generations
- ❖ Help visitors see how they can become stewards of nature
- ❖ Volunteers are greatly appreciated by the Refuge staff and we would be lost without you!

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

~The more volunteers we have working with us, the more we can provide to the community~