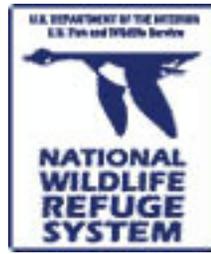




## Eastern Massachusetts National Wildlife Refuge Complex



# Volunteer Coordinator

The Assabet River National Wildlife Refuge (ARNWR) has a state of the art “green” building that offers the local community and tourists the opportunity to learn about the US Fish & Wildlife Service (USFWS) and history of the refuge, as well as local wildlife and habitats. The Assabet Visitor Center is the primary visitor site for the entire Eastern Massachusetts National Wildlife Refuge Complex. The Center houses interactive, hands-on educational exhibits, a multi-purpose meeting room, and the Friends Group nature store. The Center hours are typically Fri – Sun, 10am-4pm.

In need of a committed individual that wants to make a difference!

### RESPONSIBILITIES

- Help manage current volunteers and maintain schedule of active volunteers
- Ensure volunteers are placed in positions best suited for his/her knowledge, skills and abilities
- Refine the orientation process
- Help create volunteer training opportunities or network with other available resources
- Assist staff with volunteer appreciation events
- Seek further outreach opportunities to increase volunteer pool
- Coordinate activities with the Friends group, other partner organizations
- Assist staff in establishing monthly volunteer “work parties”
- Create and coordinate systems that will allow staff to have better access to volunteer information

### QUALIFICATIONS

- Possess a friendly demeanor and good verbal communication skills
- Ability to work independently and as a member of a team
- Be organized and professional
- Ability to work with volunteers with diverse backgrounds and abilities
- Database management skills
- Previous personnel management experience is preferred

### TIME COMMITMENT REQUIRED

- A minimum of 8 hours per month
- At least a 6 month commitment, preferably one year

### BENEFITS TO VOLUNTEERING

- Gain valuable experience in volunteer management
- Learn about local wildlife and conservation issues
- Connect with a group of exceptional volunteers and staff
- Help your local community fulfill the Refuge’s mission of “working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people.”

**If interested, please contact [Kizette\\_OrtizVanger@fws.gov](mailto:Kizette_OrtizVanger@fws.gov) or 978.562.3527 today!**