



## **Friends of the Dunes Visitor Services Volunteer Position**

### **Summary:**

Visitor Services volunteers are outgoing and enjoy talking to people. They provide support in the Nature Center by greeting visitors, orienting guests to the trails, soliciting new members and volunteers, selling merchandise, and answering phone inquiries. Volunteers at the Nature Center are the face of Friends of the Dunes and they supply essential help for staff. They provide visitors with background information about the Nature Center itself, as well as Friends of the Dunes, its upcoming programs and organizational needs.

### **Responsibilities:**

- Greet visitors in a friendly and positive manner
- Answer basic questions about the Nature Center, Friends of the Dunes, and the surrounding recreational areas
- Record visitor attendance
- Help with displaying and re-stocking of informational materials
- Answer office phone and direct calls to appropriate staff
- Sell Friends of the Dunes merchandise
- Solicit donations, new members and volunteers
- Sign up visitors for guided walks and workshops
- Monitor Visitor Center restrooms and assist with cleaning when needed
- Perform other duties as assigned

### **Qualifications:**

- Possess strong verbal communication skills
- Be comfortable initiating conversations with visitors
- Responsible, outgoing and a willingness to take initiative
- Willingness to work with people of diverse backgrounds and ages
- Must be dependable
- Familiarity with HCNC trails system a plus
- Committed to Friends of the Dune's mission and goals

### **Time Commitment & Training:**

- Volunteers are expected to work shifts of at least 2 hours/day with a commitment of working at least 5 hours once trained
- On the job training provided along with many opportunities to expand

**Call 707-444-1397 to sign up for the next volunteer training.**