

Volunteer Job Description
Rookery Bay NERR Volunteer Program

Job Title: Production Room Assistant

Supervisor(s): Volunteer Coordinator

Location: Inside the Administration Building at the Environmental Learning Center

Project Duration: Ongoing Hours / Week: 4 Hours/ Month: 20

Description of Duties:

Volunteer is assigned to the production room to help with general office duties. Specific duties include:

- Following directions of various staff to complete specific tasks
- Operation of equipment in the production room to include the copier, mail metering machine, fax, and laminator
- Maintenance of production room to include cleaning and organization of materials
- Returning completed jobs to the appropriate staff member
- Miscellaneous duties as directed by ELC management and associated with Office Assistant and the production room

Benefits to volunteer:

- Increased knowledge of office machines
- Personal satisfaction in doing an enjoyable activity
- Developing working relationships with staff and new friends
- Personal satisfaction in contributing to the success of a NERR

Goal/Outcomes of Job:

- Give service to staff to help decrease their work load

Knowledge/ Skills/Experience Desired:

- Knowledge of office machines helpful
- Ability to lift 10 lbs
- Attention to details and ability to make decisions independently
- Excellent listening and oral communication skills
- Some keyboard/computer skills may be necessary

Special Requirements:

Volunteer will receive training on the job and will be expected to read the manuals of various machines. Volunteer may be required to stand for extended periods of time. Professionalism, reliability, and trustworthiness will be required.