

Volunteer Job Description

Rookery Bay NERR Volunteer Program

Job Title: Administrative Volunteer (Reception)

Name of Volunteer:

Supervisor(s): Administrative Assistant 1

Location: The Headquarters Building

Project Duration: Ongoing **Hours Per Week:** 15-20 **Hours Per Month:** 60

Description of duties:

Volunteer is responsible for answering telephone, taking messages and mail room responsibilities.

- Answering telephones, directing calls and taking messages.
- Processing mail, checking mail and distribution of mail.
- Operate copying machine and facsimile machines.
- Miscellaneous duties as assigned by the Administrative Assistant 1.

Benefits to volunteer:

- Enjoy meeting a wide range of visitors from all walks of life
- Learn about the coastal and natural resources of southwest Florida
- Personal satisfaction in contributing to the success of a National Estuarine Research Reserve

Goal/Outcome of Job:

- Provide efficient, courteous services and assistance to Reserve staff.

Knowledge/Skills/Experience Desired:

- Excellent oral communications skills
- Computer skills with MS Word/Excel.
- Knowledge of mail room operations.
- Computer keyboard experience helpful

Special Requirements: Interviews required.