



NATURE CENTER AT SHAKER LAKES

Conserve. Connect. Inspire.

Welcome Desk Volunteer

Description: The Welcome Desk Volunteer will serve as the first contact our guests have with the Nature Center. Responsibilities include greeting guests as they arrive at the Nature Center, answering the Welcome Desk phone, assisting customers in the Duck Pond Gift Shop, assisting staff members with facility rentals, preparing mailings to be sent to supporters of the Nature Center, and assisting to prep materials for various Nature Center functions. Our goal is to ensure that our guests have a positive and memorable experience visiting the Nature Center at Shaker Lakes.

Qualifications: A friendly, outgoing, and engaging personality as well as an enthusiasm for the environment a must. Volunteers must feel comfortable working with all ages. Volunteers must feel comfortable working alone and alongside Nature Center staff. Knowledge of general office equipment (telephone, computer, copy machine, fax machine) is important. Applicants must be at least 16 years of age.

Minimum Time Commitment: minimum of 2-4 hours per week and 2/4 days per month.

Location: The Nature Center at Shaker Lakes

Supervision: Assistants would report directly to the Welcome Desk Manager for the Nature Center at Shaker Lakes

Contact Information: Kristina Arthur, Volunteer Coordinator (arthur@shakerlakes.org or (216) 321-5935 x 237)
