Somerset County
Park Commission

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Somerset County Park Commission
Environmental Science Department
Volunteer Job Description

Job Title: Front Desk Host/Receptionist

Job Description:
Greet Environmental Education Center visitors, answer questions, and present basic concepts of ecology and natural history on request.

Qualifications:

- Volunteer must be warm, friendly, courteous, and able to promote positive guest relations
- Ability to communicate with visitors of all ages and interest levels Ability to work as a team with staff and fellow volunteers
- Flexibility and ability to adapt to changing weather and schedules
- Customer service/retail and or computer experience helpful but not necessary

Responsibilities and Tasks:

- Greet park patrons
- Communicate park information and rules to public
- Answer phones and ring up sales from gift shop
- Notify staff person if you are unable to meet a scheduled commitment
- Sign in upon arrival and sign out before departure

Requirements of the Job:

- Commit a minimum of 6 hours per month
- Ability to pass a background check (Adults)
- Must be 15 years of age or older
- Hours of park operation 9am-5pm, 7 days a week except holidays
- Attend volunteer orientation training and receive a tour of the Environmental Education Center at Lord Stirling Park prior to hosting

Supervision: Administrative Assistant, Jane Bodnar will provide supervision. Other staff members may also provide supervision.