

Lookout Mountain Nature Center Volunteers

Information Specialist Position Description

SUMMARY OF POSITION:

Provide interpretive and information services predominantly at Lookout Mountain Nature Center (LMNC) and/or the Pine Valley Ranch (PVR) Depot.

WORK AREA: Lookout Mountain Nature Center and other JCOS parks

JOB TIMES: Tuesdays-Sundays during the day 10-1:00 or 1-4:00

DUTIES:

1. Greet and orient visitors to Lookout Mountain Nature Center and the JCOS Program; answer questions and assist visitors.
2. Offer impromptu/scheduled building and exhibit vignettes and tours.
3. Develop and present interpretive vignettes at LMNC and other Jefferson County Open Space Parks.
4. Represent Lookout Mountain Nature Center and the Jefferson County Open Space Program at special outreach events.
5. Complete defined, mission-supportive projects.

REQUIREMENTS:

1. Possess good people skills.
2. Desire and ability to support JCOS's and LMNC's mission and goals, and to represent the organizations positively and professionally.
3. All volunteers must complete a background check before working with visitors.
4. Volunteers must buy and wear a Jefferson County Open Space volunteer uniform.
5. Complete required training. Initial training is about 8 hours.

TIME COMMITMENT:

1. After training, complete any combination of 40 or more hours per year.
2. Optional: participate in continuous learning opportunities such as volunteer appreciation events for LMNC and all of Open Space, public programs, additional training, etc.

BENEFITS:

1. Share your love of nature with others and make a difference!
2. Meet new people with common interests.
1. Enhance your natural history knowledge and public speaking skills.
2. Receive professional training, support, and performance feedback.
3. Attend continuous learning opportunities and volunteer social functions.
4. Be recognized and appreciated for your contributions!