



# CONSERVATION VOLUNTEER COORDINATOR/RECEPTIONIST (PT)

## SUMMARY

Oversees all aspects of the volunteer program for Dorothy Pecaut Nature Center and Woodbury County Conservation Board. Under general supervision, answers phones, receives guests, oversees Nature Center opening and closing; oversees Nature Center rentals and works weekends, weekdays and evenings as needed. Assists Education Director in various aspects of environmental education support. This position is under the direct authority of the County Conservation Education Director.

## ESSENTIAL FUNCTIONS

### Essential Functions and Responsibilities:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Oversees volunteer program for Woodbury County Conservation Board & Dorothy Pecaut Nature Center. This includes recruitment, training, onboarding, recognition, and reporting.
- Responsible for maintaining volunteer paperwork, records, database, and recording volunteer hours.
- Revise volunteer booklet & guidelines and publish volunteer flier (monthly-quarterly).
- Organize & assist with volunteer recognition, volunteer workdays & special events.
- Coordinate & maintain Junior Volunteer program.
- Collaborate with Program Department staff to support all program promotion.
- Coordinate & assist with service-learning groups & volunteer programs.

- Assist with marketing, media releases, social media, and strategies to promote Woodbury County Conservation and Dorothy Pecaut Nature Center.
- Work approximately every third weekend shift at the Dorothy Pecaut Nature Center (to be scheduled on a rotational basis with other employees).
- Work evening rentals and shifts (to be scheduled on a rotational basis with other employees).
- Staff reception desk at Dorothy Nature Center to greet visitors, answer phones, keep brochures stocked & updated, check-out equipment (e.g., fishing rods, snowshoes, teacher materials, etc.), and serve as an ambassador of Woodbury County Conservation
- Assist with animal care, bulletin board, and temporary displays.
- Assume responsibility for completing daily tasks including spot cleaning of exhibits and entry area, overseeing exhibits area.
- Take room reservations and oversee rentals and room use.
- Assist with online cabin reservations and process rentals.
- Assist with program support and general administrative support.
- Provide informal tours of the Nature Center
- Assist with Gift shop inventory, ordering and display.
- Regularly monitor restrooms and public areas in facility
- Attendance is required.

#### **Non-Essential Functions and Responsibilities:**

- Perform other duties as directed or as the situation dictates.

## **ESSENTIAL KNOWLEDGE, EXPERIENCE, AND ABILITY**

#### **Minimum Education and Experience Required to Performing Essential Functions:**

- Ability to work weekends, weekdays, evenings, and some holidays as needed.
- Knowledge of general office procedures including ability to operate personal computer, printer, copier/FAX machine, A-V equipment, cash register, credit card machine, etc., as well as good record keeping skills.
- Ability to communicate tactfully and courteously with others as well as ability to communicate orally and effectively to groups and individuals in both formal and informal situations.
- Knowledge of purposes, objectives, and organization of the Conservation Department.
- Ability to get to and from job site in all types of weather.
- High School graduation or G.E.D. equivalent. Bachelor's or Associate's degree is desirable.

- Must have or obtain CPR training and basic first aid within a time frame established by the Woodbury County Conservation Board
- Must possess a valid driver's license at the time of hire.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION OTHERWISE THE APPLICATION WILL NOT BE FORWARDED. **A County application form and a resume are required.** **A deadline for receipt of applications shall be 4:30 p.m., Friday, January 5, 2024.** Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

**APPLY ONLINE** [🔗](#)

**Department**

Conservation

**Salary**

\$20.08 - \$/hour

**Status**

PT

**Location**

Sioux City

**Posted**

11/28/2023

**APPLY ONLINE** [🔗](#)

---

This content was printed from the County website at [WOODBURYCOUNTYIOWA.GOV](http://WOODBURYCOUNTYIOWA.GOV) on December 1, 2023.