

## Front Desk Volunteer

The Aldo Leopold Nature Center (ALNC) seeks an outgoing, energetic and adaptable individual to join its team in a dynamic volunteer position engaging the public onsite at their indoor/outdoor Monona campus. ALNC is now looking for a dedicated volunteer to assist with weekday and/or weekend reception desk staffing. Activities focus on accepting mail and deliveries, administrative duties, assisting our community in-person and via phone and email, and helping grow the ALNC community.

ALNC is a nonprofit organization dedicated to promoting equitable environmental education for children, their teachers, and families. In addition to public exhibits and grounds, ALNC offers varied educational programs, runs a Nature Preschool, hosts public and private events, and organizes Nature Net, a consortium of environmental education providers in southern Wisconsin.

### Time Commitment and Details:

- The Front Desk Volunteer is a committed part-time volunteer position. Shifts generally run for 2-4 hours between 9 am and 4 pm Monday through Friday and/or 10 am - 2 pm on weekends with occasional opportunities to stay later or arrive earlier if needed (dependent on availability).
- Minimum of 3 to 4 shifts per month at a minimum of 2 hours per shift.
- Opportunities: Become experienced building relationships with the public while supporting a non-profit environmental education center on acres of restored prairie, wetland, and woodland habitat; become familiar with a wide range of interpretive materials; gain hospitality experience working with public visitors of all ages.

### Duties and Responsibilities:

- Provide first-class service to all ALNC visitors and community members.
- Staff and oversee public areas during weekdays; troubleshoot, upkeep, and answer questions as needed.
- Assist with administrative and customer service duties, visitor information and main phone line operation.
- Re-stock, tidy, and maintain public areas.
- Other duties such as creating teaching supplies or field guides, supporting educational programming, assisting with building and grounds tasks, etc. depending on interest, skills and schedule.
- This position will interact with staff across the organization and report to the Community Program Manager.

### Requirements and Qualifications:

- At least 18 years of age.
- Interest in environmental education, nature, and phenology preferred.
- Comfort in managing public areas and following written instructions and procedures.
- Superior customer service skills; cheerful, positive, open attitude, good sense of humor, and ability to work with all ages.
- Flexibility and creativity; organization skills and ability to multi-task and problem-solve.
- Ability to manage own schedule and work well in a team environment with other staff.
- Reliable transportation to ALNC.



# ALDO LEOPOLD NATURE CENTER

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330 Femrite Drive • Monona, Wisconsin 53716 • (608) 221-0404 • fax (608) 221-9095

- Computer skills (Microsoft Office, email, etc.)
- Must pass background check.

## **How to Apply:**

To apply, please send an email inquiry with your interests and availability to:

Sarah Voss, Community Program Manager

Aldo Leopold Nature Center: 330 Femrite Drive, Monona, WI 53716

[sarah@aldoleopoldnaturecenter.org](mailto:sarah@aldoleopoldnaturecenter.org)

(608) 216-9375

Emailed applications encouraged.