

Administrative Assistance:	Greeter	Naturalist Assistant
<p><b>Responsibilities:</b> monitor stock of and order office and cleaning supplies as needed; Check backpacks to make sure all items are there, clean as necessary; create &amp; record gift certificates; Maintain stock level of entry stickers; free admission coupons; backpack check in/ check out sheets, Phone log sheets; visitor sheets; and coloring pages, maintain closet and caterer's kitchen organization; Help with mailings</p>	<p><b>Responsibilities:</b> Welcoming guests to campus, collecting admissions, providing information, about activities on campus, checking wheelchairs, walkers &amp; backpacks in &amp; out, handling gift shop sales, answering telephone calls, making reservations, signing up new members. Opening &amp; closing the Welcome Center at the beginning and end of business hours</p>	<p><b>Responsibilities:</b> Assist Naturalist in distributing supplies, provide support &amp; reminders of safety procedures, Provide support &amp; guidance to students as needed, assist Naturalist and chaperones in transporting student lunches using utility carts and wheelbarrow. NAs must be able to communicate by email for all scheduling. NAs must be able to work outdoors for multiple hours while maintaining a positive and nurturing attitude. NAs must be able to help transport items using a wheelbarrow or utility cart</p>
<p><b>Training:</b> Training will include sourcing information for offices supplies, location of all Printed materials and use of printer, location of items in closets, review of backpack contents</p>	<p><b>Training:</b> Shadow shifts with well-established greeters, complete instructional manual Orientation training within two months of arrival. Periodic refresher training on procedures and software</p>	<p><b>Training:</b> All new NAs will be scheduled to shadow experienced NAs. This serves as the primary training opportunity for all NAs. New NAs will only be scheduled to work as the lead NA once they feel comfortable with the program.</p>
<p><b>Time Commitment:</b> Four hours per week on two days per week. Responsibilities can be split between multiple volunteers to lessen time commitment</p>	<p><b>Time Commitment:</b> Four hour shift per day. Availability on weekends helpful</p>	<p><b>Time Commitment:</b> Three to four hour shift during weekdays</p>
Aquaria Assistant	Habitat Restoration Volunteer	Nature Guide / Roving Nature Guide
<p><b>Responsibilities:</b> Monitor different aquarium species and numbers of each, maintain a species log for each, keep inventory of aquarium supplies, research and offer suggestions for updates and changes to aquaria, communicate regularly with ELC staff about status of aquarium animals, supplies, orders needed.</p>	<p><b>Responsibilities:</b> Removal of invasive and non-native plants in ELC campus gardens, trails and pathways. Removal includes trimming, root removal and debris clean up using hand tools and herbicides</p>	<p><b>Responsibilities: Nature Guide:</b> Gather the interested visitors in the Entry Pavilion and lead a leisurely walk through the ELC campus or Capt. Forester's describing what plants and trees they are seeing along the way. <b>Roving Nature Guide:</b> Become familiar with an area of campus and address visitors walking around campus, Offer visitors facts on the area of campus you are stationed at.</p>
<p><b>Training:</b> ELC education staff can meet with interested candidates to discuss specifics regarding this position and to provide training as needed.</p>	<p><b>Training:</b> Safe use of pesticides &amp; herbicides, invasive plant identification and root removal procedures</p>	<p><b>Training:</b> Attend the Volunteer training sessions at the ELC and shadow current Nature Guides</p>
<p><b>Time Commitment:</b> 1-2 hrs. when needed</p>	<p><b>Time Commitment:</b> one day per week for two hours</p>	<p><b>Time Commitment:</b> 2 hr. walks 1-3 times per month</p>
Canoe Guide	Landscaping Volunteer	Pontoon Boat Guide
<p><b>Responsibilities:</b> Loading canoes in and out of storage racks, distributing PFDs and paddles, Supply basic paddling instruction and assist with safe storage of electronics if needed Provide information on the Indian River Lagoon history &amp; ecology, flora and fauna, Offer assistance to guests while entering and exiting canoes, Accurately answer guest questions or refer them to information sources when answers are not known</p>	<p><b>Responsibilities:</b> Trimming bushes and trees, weeding garden beds and removing brush following instructions and training given. Responsibilities also include debris clean up</p>	<p><b>Responsibilities:</b> Greeting guests and checking the passenger manifest for accurate information, arrival at the Welcome Center a minimum of 20 minutes before departure, escorting passengers to and from the pontoon boat dock, Watching waters for submerged wildlife or obstructions &amp; notifying the captain, providing information to passengers based on what sites they are seeing</p>
<p><b>Training:</b> Paddling Class, Safety Training and shadowing other guides during canoe trips. Access to published articles on Lagoon topics</p>	<p><b>Training:</b> Safe use of tools, invasive and native plant identification, trimming procedures</p>	<p><b>Training:</b> Naturalist staff training classes required, reading materials provided</p>
<p><b>Time Commitment:</b> Periodic training total time 3 hours. Canoe excursions 1 ½ to 2 1/2, Hours depending on length of excursion. Special event 20 minute canoe trips repeated for a total duration of 3 hours.</p>	<p><b>Time Commitment:</b> one day per week for two hours</p>	<p><b>Time Commitment:</b> Each cruise would require 2.5-3 hours of time</p>
Festival Volunteer	Maintenance Volunteer	Touch Tank Docent
<p><b>Responsibilities:</b> Promote activities and programs at local festivals by passing out information. Responsible for picking up a table/chair and container with all the ELC information at ELC, delivery and set up at the Festival location and retrieval of ELC property at the end of the event and return it to the ELC</p>	<p><b>Responsibilities:</b> Assists with building and ground maintenance duties and projects such as carpentry, painting, boardwalk repair, pressure washing, etc.</p>	<p><b>Responsibilities:</b> The touch tank docent has to be knowledgeable about the creatures in the touch tank, know how to handle them safely and be able to tell guests about their Features and habits.</p>
<p><b>Training:</b> Review set up procedure for the table and information about current events and programs at the ELC with the Volunteer Coordinator</p>	<p><b>Training:</b> Safe use of tools, campus procedures and methods of operation.</p>	<p><b>Training:</b> A one hour training session and shadowing another touch tank docent for a minimum of two shifts.</p>
<p><b>Time Commitment:</b> 1-4 hrs. when needed, usually weekends</p>	<p><b>Time Commitment:</b> one day per week for two hours</p>	<p><b>Time Commitment:</b> Two hour shifts in either 10am-12pm or from 2-4pm. Occasional evening shifts special events may be requested.</p>