

Weekend EcoHost Assistant

Purpose: The position of the Weekend EcoHost Assistant is to support the EcoCenter staff person (the EcoHost) during the EcoCenter's busiest times on Saturday and Sunday. The Weekend EcoHost Assistant represents our organization to the public, who visit or contact the Swaner Preserve and EcoCenter.

Key Responsibilities:

- Greets guests and orients them to the EcoCenter and Preserve
- Answers phone and directs calls
- Answers basic questions about the Swaner Preserve and EcoCenter
- Assists in light cleaning and keeping the gift shop, exhibits, and Naturalist room organized
- Data entry
- Other duties as assigned

Contact Person: Rhea Cone, Volunteer Coordinator; rhea.cone@usu.edu or 435.649.1767

Length of Appointment: Minimum three month time commitment: Following orientation and training, volunteers may be appointed for an additional three month time period where he/she will work mostly independently in the position.

Time Commitment:

- Saturdays and/or Sundays, 12:30 p.m. to 3:00 p.m.
- Two shifts per month for a minimum of three months

Qualifications:

- Must be 18 years or over
- Must pass a background check
- Knowledge of computer and data entry helpful
- Must have a pleasant manner and feel comfortable talking with the public
- Must be responsible and reliable

Support and Training:

- Prior to training, guide candidates must complete our Self-Guided Orientation of the Swaner Preserve & EcoCenter in addition to reading through our EcoHost handbook
- Training includes the following:
 1. Sitting the front desk with a Swaner staff person to learn how to engage the public
 2. Receipt of instructional materials.

Benefits:

- Invitation to events and activities for volunteers
- Reward for number of hours of service completed
- Experience working with a great team of staff and volunteers + develop new skills
- Opportunity to make a difference and have a positive impact on our community!

While we consider our Weekend EcoHost Assistant to be of utmost importance in helping us to achieve our mission of educating visitors and connecting them with nature, visitor traffic to our EcoCenter ebbs and flows, with busy seasons and not-so-busy seasons. In the event that there is downtime, please feel free to bring a book or other task to occupy yourself.