

## LEINWC STEWARD

### **Program and Job Description:**

Located on South Bass Island, the Lake Erie Islands Nature & Wildlife Center provides environmental education for youth and adults, including residents and tourists, through Center programs, educational outreach activities, printed and digital content and site improvements. Paid workers and volunteers keep the center open and are the first contacts with visitors to the center.

### **Reports to:**

LEINWC Assistant Director

LEINWC Director

### **Qualifications:**

1. Ability to greet visitors cheerfully, making them feel welcome to our center;
2. Ability to interact positively with other staff and volunteers, visitors and community members;
3. Familiarity with a cash register and credit card machine, basic computer skills;
4. Ability to provide tours and explain Center outreach programs and fundraising efforts;
5. Willingness to work on projects as requested by the Manager and/or Director.

### **Responsibilities:**

1. Assist in the daily maintenance and operations of the Center and grounds.
  - a. Perform daily operations, including opening and closing chores.
  - b. Run the front desk, greet visitors, take admissions, give tours and/or offer visitors activities to help them enjoy their visit, especially if there are children in the group (scavenger hunts, etc.).
  - c. Keep the center, porch and stairs clean and tidy as needed.
  - d. Know the required information about the species and ecology represented at the center.
  - e. Educate visitors on the island nature and wildlife, including conservation efforts
  - f. Explain our various fundraising events and campaigns to interested people and help them with the forms.
  - g. Point out activities or displays that might appeal to the visitor.
  - h. Sell merchandise and process payments.
  - i. Assist in animal care as requested.
2. Other
  - a. Project a positive attitude, love of nature, diligence, sense of humor, and willingness to learn.
  - b. Assist with other tasks and activities as requested.
  - c. Perform all duties willingly and with cheerful attention to the needs of the Center and your visitors.