



Montgomery County Parks Department
9500 Brunett Avenue Silver Spring, MD 20901
Phone (301) 495-2504

VOLUNTEER JOB DESCRIPTION

JOB TITLE: NATURE CENTER HOST/HOSTESS
LOCATION: Brookside, Locust Grove & Meadowside Nature Centers and Black Hills Visitor Center
TIME: Positions are available weekdays and weekends, during both days and evenings

JOB DESCRIPTION:

Montgomery County Nature Facilities provide a variety of natural and cultural history programs for the public and maintain active exhibit areas, grounds, and trails. Our Volunteer Host/Hostess greet the public, answer questions from the public, check people in for programs, work with Nature Center Staff, and answer telephone calls. They may occasionally help with office work, computer work, program preparation, and exhibits. Volunteer Host/Hostesses are people-oriented and take pride in their role as representatives of the Montgomery County Parks Department.

DUTIES AND RESPONSIBILITIES:

1. Learn about the program offerings, resources and interpretation.
2. Greet visitors.
3. Answer visitor inquiries or direct to appropriate staff.
4. Take messages for staff.
5. Answer telephone inquiries or direct to appropriate staff.
6. Occasionally help with office administrative work, computer work, and program/exhibit preparation.
7. Check people in for programs.

QUALIFICATIONS:

1. Solid communication skills, good command of the English language (other language proficiencies welcome).
2. Desire to work with the public.
3. Ability to work well with staff as well as with a diverse clientele.
4. Ability to follow directions with accuracy and attention to detail.
5. Ability to work independently.

REQUIREMENTS:

1. Minimum age: 14 years old.
2. References required.
3. Fingerprint Background Check required.
4. Ability to commit to a pre-arranged schedule.
5. Staff shirt/hat and nametag required (provided by nature facility).

TRAINING:

Successful completion of Nature Center Volunteer Orientation e-Learning course. On the job training provided by the Naturalist Staff.

COMMENTS:

This can be a rewarding opportunity to work with the public and enhance communication and interpretive skills. Volunteers provide a valuable resource to administrative and naturalist staff as well as the public while they learn about natural and cultural history, and environmental education. Approved for Student Service hours and Family Volunteering.

BENEFITS:

Volunteers at Montgomery County Nature Facilities receive many benefits, including program discounts, volunteer appreciation events, hands on educational opportunities and more. Please see our benefits flyer for a complete list.