



VOLUNTEER JOB DESCRIPTION

TITLE: Lyonia Environmental Center Volunteer
LOCATION: Volusia County, Florida
REPORT TO: Sandy Falcon, LEC Manager

OVERVIEW OF POSITION

The Lyonia Environmental Center (LEC) provides visitors with a unique insight into Volusia County's fragile ecosystems. The center promotes an understanding of the county's natural environment, the heritage it sustains, and the challenges it faces. Whether you are interested in assisting with educational programs, developing program content, creating educational materials, or animal care, Lyonia Environmental Center has a place for you. The following is a list of areas in which you may volunteer including a short description of each area:

Indoor Program Facilitators assist by:

Providing interpretive educational programs and tours of the LEC display area, assisting in developing activities, lessons, and indoor programs for educational use in the LEC, and assisting staff in providing interpretive educational tours to schools and members of the general public.

Outdoor Program Facilitators assist by:

Leading guided nature hikes through Lyonia Preserve, assisting in developing activities, lessons and outdoor programs for educational use in the LEC and the Lyonia Preserve, and assisting staff in providing educational programs and tours in Lyonia Preserve.

Education / Outreach Ambassadors assist by:

Assisting with education and outreach by attending the meetings of homeowners associations, civic associations, schools, and other community groups to provide information about LEC programs and exhibits, providing interpretive presentations to the public on-site at the LEC as needed and representing the LEC at community gatherings, festivals, and special events and providing the public with educational and marketing materials about LEC programs and activities.

Visitor / Patron Coordinators assist by:

Answering phone calls and providing general administrative support to the operation of the LEC, providing visiting patrons with information about current and future LEC activities and programs and assisting staff with duties in the gift shop as needed.

Content / Instructional Developers assist by:

Providing research assistance to LEC staff regarding scrub habitat, education and field activities, water conservation, and environmental education and researching graphics and other visual media for use in LEC educational programs.

TIME REQUIRED

Lyonia Environmental Center requests a volunteer time commitment of a minimum of 16 hours a month. Assigned days and times will be agreed upon between you and the volunteer coordinator.

QUALIFICATIONS

Indoor Program Facilitators:

Volunteers who choose this opportunity should be comfortable with public speaking and interacting with a variety of individuals, from school groups to general public visitors to the LEC. Position requires the ability to walk and/or stand for substantial time periods.

Outdoor Program Facilitators:

Volunteers who choose this opportunity should be comfortable with public speaking and interacting with a variety of individuals. Position requires leading tours in the outdoor environment of Lyonia Preserve with the ability to walk and/or stand outdoors for substantial time periods.

Education / Outreach Ambassadors:

Volunteers who choose this opportunity should be comfortable speaking with a wide variety of audiences and furthering the mission of the LEC.

Visitor / Patron Coordinators:

Volunteers who choose this opportunity should have excellent customer service skills and be comfortable answering questions and speaking with a wide variety of people.

Content / Instructional Developers:

Volunteers who choose this opportunity should be computer proficient and be able to work independently as well as with education staff.

AGE REQUIREMENTS

Minimum age is 18 years old. Junior Volunteers may be 15 to 17.

EXPERIENCE

Prior experience is beneficial but not required.

TRAINING REQUIRED

On the job training will be provided. Before you can become an active volunteer at the LEC, you must attend a volunteer orientation.

LENGTH OF COMMITMENT

This is an on-going volunteer commitment. Maintaining long term volunteers at the LEC is vital to its success.

BENEFITS TO VOLUNTEER

1. Learn about wildlife and ecosystems in environmentally rich Volusia County
2. Opportunity to work with a variety of animal species
3. Students can use volunteer hours for graduation requirements
4. Great addition to resume!