

West Eugene Wetlands Volunteer Opportunities
Education Office Assistant

On-the-job supervisors:

WREN Volunteer Coordinator and West Eugene Wetlands Project Manager

Objective:

The primary goal of the Environmental Education Program is to develop a student's understanding and appreciation of the natural and cultural history of the West Eugene Wetlands through hands-on learning activities.

Responsibilities:

The office assistant will be responsible for helping in tasks such as:

- Filing
- Preparing mailings
- Hanging posters around town for upcoming events
- Date entry
- General office work
- Yurt maintenance

This is just a list of sample projects for an office assistant. Once registered as a volunteer, the Volunteer Coordinator will work with the office assistant to fit his/her needs and interests with those of the program.

Qualifications:

No specific educational background is required. An office assistant must have a willingness to learn about WREN's program and the West Eugene Wetlands, as well as the flexibility to take on new tasks as the need arises.

Training and Preparation:

No specific training workshops are scheduled for office assistant volunteers. Rather, these volunteers will meet with the Volunteer Coordinator individually to determine how best each volunteer fits with WREN's program.

Evaluation:

Volunteers are encouraged to meet with the Volunteer Coordinator whenever necessary to discuss situations which may arise on the job. Periodic evaluations will be used to determine if his/her needs and those of the Education Program are being met.

Commitment:

Hours for this position flexible, but a volunteer in this position would be expected to work two four-hour shifts each month, during regular weekday hours.