

Grafton Lakes State Park

Volunteer Welcome Center Host

CATEGORY: Trained

SUPERVISOR: Volunteer Coordinator

LOCATION: On-site

Located on the Rensselaer Plateau, Grafton Lakes State Park consists of over 2,500 acres and over 25 miles of trails. The park is home to six ponds, serves as a sanctuary for nocturnal mammals, and includes diverse ecosystems. In addition to ecological significance, the park is an invaluable open space recreational and educational resource complete with a fire tower, 1,000-foot beach, and opportunities for boating and fishing. The Welcome Center was opened in 2018 and includes animal ambassadors, kids play areas, exhibits, a classroom, and a fire pit.



SUMMARY:

The Volunteer Welcome Center Hosts are a friendly face in the Welcome Center. Their main duty is to greet patrons and families as they enter the Welcome Center, teach them fun facts about the animals and exhibits in the welcome center, and answer general park questions. Those in this position also assist kids with crafts, answer phones, and provide light cleaning if kids areas are disheveled. On quiet days, hosts may be asked to assist with preparing materials for programs and events coming up. Volunteer Welcome Center Hosts are expected to volunteer once a month May-Sept on a day of their choosing for 1-4 hours.

DUTIES:

- Greet visitors as they enter the building and answer basic park questions
- Provide fun and engaging information about animals in the welcome center (info provided)
- Help children with crafts, using binoculars, and with other materials
- On slow days, assist with preparing materials for upcoming programs and events
- Assist with answering phones on busy days
- Tidy up kids' areas when they become disheveled
- Volunteer monthly May-Sept (date and time flexible)
- Provide assistance and attend volunteer open house if possible
- Maintain strong communication with the Volunteer Coordinator for schedule and any concerns

REQUIREMENTS:

- Successfully complete all volunteer trainings
- Must have access to a phone and email and reliable source of transportation
- Interest and appreciation with working with kids
- Excellent interpersonal skills and a positive, outgoing attitude
- Work is indoors and will require very little if any outdoors work
- Work is handicap accessible

For more information, or to apply, please contact:

Tamara Beal, Environmental Educator and Volunteer Coordinator
254 Grafton Lakes State Park Grafton, NY 12082
518-279-1155 or graffonlakesvolunteers@parks.ny.gov