

**CITY OF BOCA RATON
VOLUNTEER POSITION DESCRIPTION**

POSITION TITLE: Gumbo Limbo Volunteer – General description

GENERAL DESCRIPTION OF WORK: Gumbo Limbo Environmental Education Complex (GLEEC) volunteers' primary responsibility is to provide excellent customer service to all visitors at all times. Various volunteer job opportunities are available to fit the interests and experiences of volunteers, and match them with the needs of GLEEC. Work is performed under the general supervision of Gumbo Limbo staff.

POSITION DUTIES:

- Provide excellent customer service to visitors.
- Interact with and assist visitors.
- Assists staff in various ways and with various tasks.
- Other tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Good public speaking skills
- Ability to share information in an informative and professional way to visitors.
- Ability to follow City of Boca Raton and Gumbo Limbo Environmental Educational Complex Policies and Procedures.
- Adherence to the Standards of Conduct.
- Flexibility in job duties to best meet the needs of the Center.

EDUCATION AND EXPERIENCE:

- 16 years and older.

PHYSICAL DEMANDS:

- Must be able to lift and carry up to 40 lbs.
- Must be able to tolerate exposure to extreme temperatures, noise, dust, pollen, animals, and insects.

TIME COMMITMENT:

- Complete Volunteer Orientation.
- Minimum shift requirements as described in individual position descriptions.
- Attend 6 Volunteer Trainings per year.
- Attend mandatory meetings.