



Outreach Program Assistant

Purpose: Outreach program assistants work with the Ogden Nature Center outreach team to provide education programs in the community. Programs are varied and could include large public events to small classroom setting. In this position you are able to help thousands of people connect with our mission to unite people with nature and nurture appreciation and stewardship of the environment.

Key Responsibilities:

- Sign up for and attend outreach programs
- Assist outreach team during programs; this could include setup, cleanup, teaching, and ensuring that the event runs smoothly
- Attend outreach trainings
- Communicate with direct supervisor about your availability for programs or any schedule changes

Direct supervisor:

Shawnee Sawyer, Outreach Coordinator; outreach@ogdennaturecenter.org or 801-621-7595

Length of Appointment: The outreach assistant must be able to commit to a period of at least six months

Time Commitment: Shifts and hours vary depending on outreach schedule. Schedules will be sent out on a monthly basis and you will have the opportunity to sign up for programs that fit into your schedule.

Qualifications:

- Willingness to be in a variety of group setting with diverse individuals
- Must be over the age of 18
- Must pass a background check
- Must be dependable, flexible, patient and positive
- Must be respectful to animals, staff, volunteers and the public
- Must adhere to dress code and professional conduct
- Willing to be in front of groups—public speaking and bi-lingual skills a plus!

Support: Volunteers will undergo an orientation and receive a volunteer handbook. In addition, outreach assistants will receive job-specific training with their direct supervisor.

Benefits:

- Invitation to volunteer recognition events
- Invitation to activities just for volunteers
- Rewards for number of hours of service completed (see volunteer handbook)
- Gain new skills and work with a great team of staff and volunteers
- Make a difference and have a positive impact on the community!