



## **Rancocas Nature Center** **Volunteer Job Description**

**Position Title:** Volunteer Seasonal Intern 2017  
**Location:** Rancocas Nature Center, Westampton, NJ 08060  
**Reports To:** Sanctuary Director  
**Job Classification** Seasonal; hours per week, flexible; from mid-May to mid-August.

### **Volunteer Job Description:**

The Rancocas Nature Center is looking for an enthusiastic volunteer to work at the center during the spring/summer season. The Volunteer Seasonal Intern will assist Rancocas staff and volunteers and help with general facility and grounds tasks, environmental education programs, and summer camp. The candidate will gain valuable experience and natural history knowledge while learning about the inner workings of a nature center and stewardship of its surrounding preserve.

### **Major Responsibilities:**

- Work in cooperation with Rancocas staff, volunteers, and other interns.
- Set-up and breakdown RNC classrooms and outdoor educational areas
- Assist in Nature Store and interact with center visitors
- Supervise children, organize free time activities, and manage after-camp care participants
- Complete assigned office tasks
- Help with care and maintenance of the resident animals, grounds, gardens, and trail system

### **Knowledge/Skills:**

- Good communication skills especially with children and young adults
- An interest in the natural world
- Excellent interpersonal skills including the ability to accept direction
- Team player
- Punctual with effective time management and organizational skills
- Be self-directed and work independently, as needed
- Ability to work outdoors and hike 2-4 miles

### **Qualifications:**

- Majoring in education, environmental studies, natural resources or like field
- Experience working with children preferred.
- Proficient in Microsoft Office with strong computer and internet skills
- Valid First Aid and CPR certification is required (training to be provided by RNC)
- Must have reliable transportation.

**Starting Date:** Flexible

**Send resume and cover letter via email:** [susan.buffalino@rancocasnaturecenter.org](mailto:susan.buffalino@rancocasnaturecenter.org)

Or by mail to:

Susan Buffalino, Rancocas Nature Center, 794 Rancocas Road, Westampton, NJ 08060

**The Rancocas Nature Center does not discriminate on the basis of gender, age, race, sexual orientation, or religious affiliation. The Rancocas Nature Center is an equal opportunity employer.**