



f Five Rivers – Supporting Environmental Education

The mission of Friends of Five Rivers is to support environmental education at the Five Rivers Environmental Education Center as well as to enhance the experience of visitors to Five Rivers and to promote the interests of the Center. Friends of Five Rivers is a not-for-profit that operates in partnership with NYS Department of Environmental Conservation at the Five Rivers Environmental Education Center in Delmar, NY.

Volunteer Title: Volunteer Greeter, at Five Rivers Environmental Education Center.

Reports to: Andrea Ricard, Volunteer Coordinator

Position Description:

The Volunteer Greeter will join a dedicated team working to provide outstanding volunteers that welcome visitors to Five Rivers. Stationed at the desk just inside the main door to the Visitor's Center, the greeter is often the first-person visitors encounter upon entering the building. Greeters are the face of the Center and of Friends of Five Rivers, often answering questions, suggesting appropriate trails, providing directions, and establishing a positive and welcoming experience for all.

Some visitors may be interested in learning more about **Friends of Five Rivers** – how to join, how the membership fees are used, and how to volunteer. The Greeter is responsible for answering their questions and providing them with a membership form; encourage them to become members.

Responsibilities:

- Greet visitors as they enter the building
- Answering the phones, take messages for staff
- Sell Bookstore items
- Keep the Greeter desk neat and organized
- Keep maps and brochures available to visitors
- Occasional tasks such as brochure folding
- Keep tally sheets as needed
- Loan out items such as binoculars
- Assist with snowshoes rentals
- Assist with various administrative and other duties, as assigned.

Friends of Five Rivers – Supporting Environmental Education

56 Game Farm Road, Delmar, NY 12054 · Phone: 518-475-0295 · www.FriendsofFiveRivers.org

Friends is a not-for-profit charitable organization 501c3. · EIN: 23-7309978 · Contributions are tax deductible in accordance with federal and state laws.



Time Commitment:

- This volunteer position has flexible 4 hours shifts, 6 days a week during the hours of 9:00 -4:30 p.m. Monday – Saturday.

Volunteer Application:

- Resume of experience
- Completion of NYDEC State Volunteer Application and provide copy of driver's license
- Completion of Friends of Five Rivers Volunteer Application

For more information please contact:

Andrea Ricard, Vice President of the Board at: vicepresident@friendsoffiverivers.org

Equal Employment Opportunity

It is the policy of Friends of Five Rivers, Inc. (FFR) to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, creed/religion, disability, national origin, sex/gender, sexual orientation, veteran or military service member status, familial status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception. Please see New York State's Equal Employment Opportunity Rights and Responsibilities handbook (PDF) for more information.

It is the policy of FFR to provide all qualified persons with equal opportunity in employment and to participate in and receive all the benefits, services, programs and activities of the FFR. Reasonable accommodations will be provided to persons with disabilities and those engaged in a religious observance or practice, as are necessary to provide such equal opportunity.

It is the policy of FFR to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make this information available to you, please contact the President, Friends of Five Rivers at president@friendsoffiverivers.org