



City of Torrance

Madrona Marsh Preserve & Nature Center

Volunteer Position Description

Front Desk



Position: Front Desk

Job Description: Work at the front reception desk at the Madrona Marsh Nature Center; greet new visitors and answer basic questions. Answer the telephone and provide general assistance to the Nature Center Manager and staff.

Typical activities include:

1. Answering the telephone and taking phone messages.
2. Assisting with animal feeding.
3. Greeting visitors to the Center.
4. Updating the brochure display racks.
5. Other tasks as requested.

Required Skills or Background: No experience or skills required, but volunteers should enjoy meeting and talking to people, especially children.

Training:

1. Two-hour general orientation to the Preserve and Nature Center.
2. On-the-job training by Center staff; volunteer will work in tandem with Center staff for the first month.

Approximate Time Commitment / Hours per month

The center is open from 10 am to 5 pm, Tuesday through Sunday. Volunteers at the front desk may select a morning shift (10 am - 1:30 pm), or an afternoon shift (1:30 pm - 5:00 pm), usually one day a week per month. Many have elected to continue for more than a month.

Benefits to the Volunteer

Provide a valuable service to the City of Torrance and the Nature Center staff. Meet interesting people and gain valuable work experience.

Other

Volunteer may graduate to other positions or take on additional responsibilities as interested.

For questions, email MarshVolunteers@TorranceCA.Gov

