

MICHIGAN STATE UNIVERSITY

Volunteer Job Description: Resource Center / Gift Shop Attendants

Location:
Kellogg Bird Sanctuary
12685 East C Avenue
Augusta, MI 49012

Agency:
MSU Kellogg Biological Station 3700
East Gull Lake Drive
Hickory Corners, MI 49060

Contact Person: Volunteer Program Coordinator

Telephone: (269) 671-2263

Supervision: Sanctuary Staff (direct)
Volunteer Program Coordinator (indirect)

Purpose of Position: To aid the Sanctuary staff in its mission of educational outreach.

Task Description/Specific Duties:

- Greet and assist visitors regarding their visit to the Bird Sanctuary
- Assist callers and visitors with general questions, referring to resources
- Perform cash register operations and handle daily deposit forms
- Maintain merchandise displays as needed (arranging, cleaning, stocking, etc.)
- Complete weather observations for National Weather Service (training provided)
- Miscellaneous duties as requested



W.K. Kellogg Biological Station

3700 E. Gull Lake Dr.
Hickory Corners, MI 49060

269-671-5117
Fax: 269-671-2351
kbs.msu.edu

Commitment: Sanctuary Bookstore normal hours of operation: Monday-Saturday 9am to 5pm, Sunday 11am to 4pm. March to November. Most volunteer shifts are Saturday or Sunday shifts for 5 hours, with occasional weekday opportunities.

Qualifications: Applicants must be at least 18 years old. Prior experience is not required. Must be outgoing, welcoming and have an interest in working with people. It requires one to learn about the Kellogg Bird Sanctuary and share with the public what the Sanctuary has to offer.

Training: Training includes a brief history of cereal magnate W.K. Kellogg's life and the Kellogg Bird Sanctuary, as well as customer service, cash register sales, and basic store operations. All new volunteers will shadow an experienced volunteer until they are comfortable working on their own.

Comments: Volunteers will be working in a friendly environment with helpful and appreciative staff members.

Benefits: Volunteers receive free entry and 10% off merchandise at the bird sanctuary when they present their volunteer ID, and an invitation to the annual Volunteer Recognition Dinner.

Last update: September, 2015