

MICHIGAN STATE UNIVERSITY

Volunteer Job Description Position Title:

Manor House Docent - Special Events

Location:

W.K. Kellogg Manor House
3700 East Gull Lake Drive Hickory
Corners, MI 49012

Agency:

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

Telephone: 269- 671-2263

Contact Person: Volunteer Program Coordinator

Supervision: Manor House Staff (direct)
Volunteer Program Coordinator (indirect)

Purpose of Position:

Tour guides inform the public about the history of W.K. Kellogg, his estate and the W.K Kellogg Biological Station.

Task Description/Specific Duties:**Greeter**

- Have knowledge of the event you are working
- Assist with coats
- Track guest count
- Familiarize guests with the house

Cashier

- Demonstrate basic math skills

Office

- File
- Data entry
- Assembly of marketing materials

**W.K. Kellogg
Biological Station**

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

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

Days and Times Needed: Dates and times fluctuate throughout the year. A calendar is accessible via the Manor House webpage. Volunteers are given the opportunity to choose which events best fit their schedules.

Qualifications: Applicants must be at least 18 years old. Junior Docent opportunities are available for youths ages 15-18. Must be outgoing, welcoming, and have an interest in working with people. Previous knowledge of subject matter is not required

Orientation and Training: A volunteer manual will be provided and all training will be given on the days you sign up to volunteer.

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.

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

Last update: September, 2015