

# MICHIGAN STATE UNIVERSITY

## **Volunteer Job Description:** Outreach

### **Location:**

MSU Kellogg Biological Station  
Carriage House  
3700 East Gull Lake Drive  
Hickory Corners, 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:**

Communication & Marketing Assistant (direct)  
Volunteer Program Coordinator (indirect)

**Purpose of position:** Help spread the word about the exciting events and learning opportunities at the W.K. Kellogg Biological Station.

### **Task Description/Specific Duties:**

- Help distribute flyers and brochures to area businesses, community centers, and libraries
- Report where and how many flyers and brochures were distributed and picked up



**Days and Times Needed:** Year-round

**Qualifications:** Minimum age 18. Must have the ability to travel to area businesses and community areas and have a valid driver's license.

**Orientation and Training:** Provided as needed.

**Comments:** Mileage for flyer distribution will not be paid, but may be deducted from your tax return.

**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.

## **W.K. Kellogg Biological Station**

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

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

Last update: September, 2015