



Ansonia Nature and Recreation Center
10 Deerfield Road, Ansonia, CT 06423
Email: ansnaturectr@ansoniacct.org
Telephone: (203) 736-1053
www.ansonianaturecenter.org

Volunteer Job Opportunity:

Receptionist

Position: Receptionist

Staff Contact Person: Alison Rubelmann/Daniel Bosques

Time Requirement: Flexible

Availability: All days

Skills Needed (or willing to learn):

- Friendly, cheerful attitude
- Comfortable answering phones and fielding phone calls
- Knowledge of local wildlife
- Knowledge of basic wildlife rehabilitation (ex. re-nesting)
- Knowledge of Ansonia Nature Center events/programs
- Knowledge of Ansonia Nature Center rules and regulations

Description:

- Maintain a calm and cheery attitude while answering the phones
- Give information to those who call the ANC
- Take down messages for staff
- Redirect wildlife rehabilitation phone calls
- Give advice about wildlife, ie. Inform callers about proper re-nesting techniques, etc.

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Date Posted: _____