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. renesting)
- 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.

ANSONIA NATURE AND RECREATION CENTER

Date Posted: _______________