

Friends of Ottawa National Wildlife Refuge

Bake Crew Volunteer

Job Description

Friends of Ottawa National Wildlife Refuge (FONWR), a 501(c)(3) nonprofit organization located in Oak Harbor, Ohio, is seeking volunteers who enjoy baking and sharing homemade treats to support fundraising events, volunteer appreciation efforts, and community programs at the Ottawa National Wildlife Refuge Complex.

JOB TITLE

Blue Goose Bake Crew Volunteer

LEVEL

Assistant

ACCOUNTABILITY

Reports to the Executive Director and collaborates with Events, Outreach, and Volunteer Coordination staff.

TIME COMMITMENT

Flexible based on volunteer availability and event needs. Approximately 1 hour per month.

JOB SUMMARY

Support conservation and community engagement efforts by preparing baked goods or homemade treats for refuge events, fundraisers, meetings, and volunteer appreciation activities.

DUTIES AND RESPONSIBILITIES

Specific duties include:

- Prepare baked goods or snacks for designated FOWNR events or programs
- Coordinate with Friends staff regarding quantity needs, delivery timing, and needs
- Follow safe food handling and preparation practices
- Other duties as agreed upon by the Executive Director and volunteer

SKILLS NEEDED

- Interest or experience in baking or food prep
- Ability to follow basic food safety practices
- Creativity and willingness to contribute seasonal or themed treats
- Reliability in fulfilling agreed-upon baking commitments

INTER-RELATIONSHIPS

Contact with FONWR staff, volunteers, and event participants

WORKING CONDITIONS

- Baking and preparation completed independently in volunteer's home kitchen
- Occasional delivery of items to refuge or event location
- Flexible participation based on volunteer schedule

COMPENSATION

- Satisfaction in supporting conservation through shared hospitality
- Opportunity to contribute meaningfully with flexible time commitment
- Recognition as part of FONWR's volunteer team
- Knowing your baked goods help fuel conservation

NEEDED ATTRIBUTES

- Dependability and creativity
- Attention to cleanliness and food safety
- Positive attitude and willingness to support community events

CONTACT

For more information or to express interest in being a Blue Goose Bake Crew Volunteer, please contact:

Aimee Arent
FONWR Executive Director
14000 W. State Route 2
Oak Harbor, Ohio 43449
419-707-7756
friendsofottawanwr@gmail.com