

# Friends of Ottawa National Wildlife Refuge

## Event Planning Volunteer

### Job Description

Friends of Ottawa National Wildlife Refuge (FONWR), a 501(c)(3) nonprofit corporation located in Oak Harbor, Ohio is seeking a volunteer who shares our passion for engaging the FONWR members and the public in increasing conservation knowledge and awareness with a focus on the Ottawa National Wildlife Refuge Complex and the FONWR.

### **JOB TITLE**

Event Planning Volunteer

### **LEVEL**

Assistant

### **ACCOUNTABILITY**

Reports to the Executive Director

### **TIME COMMITMENT**

Flexible based on volunteer availability. Most of the time commitment will be prior to and during FONWR events.

### **JOB SUMMARY**

Assist in conducting one or more FONWR events (i.e., Biggest Bird Week, Howl-o-ween, Cars for Critters, Discover Ottawa Day, etc.)

### **DUTIES AND RESPONSIBILITIES**

Specific duties include:

- Assist in performing duties as needed for events (i.e., registering participants, greeting participants, assisting with set-up, serving refreshments, etc.)
- Other duties as agreed upon by the Executive Director and the volunteer

### **SKILLS NEEDED**

- Good communication skills. Must be able to engage others involved with the event and the engage the public that participates in the event
- Prompt and reliable in fulfilling duties
- Good interaction skills

### **INTER-RELATIONSHIPS**

Contact with FONWR staff, FWS staff, other volunteers, event supporters and event participants

### **WORKING CONDITIONS**

- Events may be held at the Refuge or at off-site locations depending on the event
- Travel may be required to assist with some events

### **COMPENSATION**

- Pleasure in increasing the support base for the FONWR
- Interaction with staff and other volunteers who are committed to making the Ottawa National Wildlife Refuge a premier stopping point for visitors

### **NEEDED ATTRIBUTES**

- Ability to communicate effectively, both verbally and non-verbally
- Ability to work effectively with others
- Ability to demonstrate respect for natural resources

### **CONTACT**

For more information or to express interest in being an Event Volunteer, please contact:

Aimee Arent  
FONWR Executive Director  
14000 W. State Route 2  
Oak Harbor, Ohio 43449  
419-898-0014 Office  
567-277-1242 Cell  
[friendsofottawanwr@gmail.com](mailto:friendsofottawanwr@gmail.com)