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:

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