

U.S. Fish and Wildlife Service Tamarac National Wildlife Refuge



Volunteer Program Contact: Janice_Bengtson@fws.gov or 218-844-1756

Wild Wednesday Volunteer Coordinator

Purpose: Provide leadership and direction of the Wild Wednesday Program which enhances a young child's (3-6 year olds) summer visit to the refuge through a one hour hands-on nature exploration activity.

Duties and responsibilities:

- Assist refuge staff with volunteer recruitment, orientation and training of leaders and assistants including strategies needed for a successful program.
- Schedule volunteer leaders and assistants for 12 programs utilizing the rotation history of topics covered while incorporating new topics.
- Provide educational resources and materials as needed and keep them organized and easily available to volunteers. (Funding for materials provided by Friends of Tamarac or through refuge funds)
- Update Wild Wednesday Program Binder with new lesson plans, document participation, compile a final report for refuge staff, work with staff on program flyer, distribute flyer to local area.
- Lead 1-2 activities which includes a story, a hike and nature craft focused on a specific theme (plant, animal etc. relevant to Tamarac National Wildlife Refuge and its mission of wildlife conservation.
- Depending on need, assist leaders with the activity (provide assistance with set-up and tear down, manage group on hike, welcome participants, assist participants with craft etc.)
- Mentor leaders and assistants, provide and receive feedback. Recognize volunteers for their efforts. Co-lead with refuge staff mid-season and end-season meetings with volunteers.

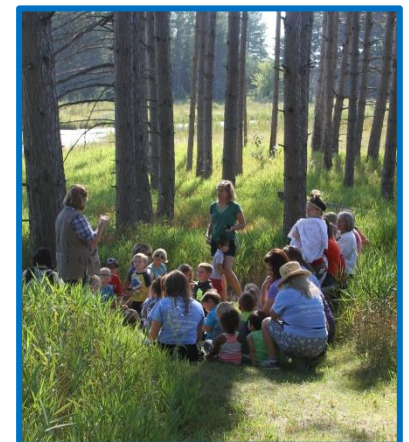


Qualifications:

- Ability to clearly understand the purpose of the refuge and its wildlife management programs as well as the National Wildlife Refuge System.
- Good interpersonal communication skills with the ability to present a positive image to the public and to articulate information in person.
- Good leadership, organizational and communication skills to guide and lead a small group of volunteers.
- Passionate about helping young children connect with nature and enjoying it.
- Ability to prepare and present programs and activities for young children and their families and feel comfortable doing it.
- Basic knowledge and understanding of nature, ecology, wildlife, plants, and birds or the ability to learn this information.
- Basic understanding of early childhood development.
- Understanding of interpretive principles or the willingness to learn.
- Physical ability to assist with an activity (short walks on uneven ground in warm weather)
- Background check may be required.

Training:

- Volunteer Orientation
- Wild Wednesday Orientation/Planning/ Training day
- Workshops as available



Time commitment: For overall management of program: 40 hours. For leading and/or assisting: depends on need 1 - 2 programs per month which would include 3 hrs/program plus prep time.