

Visitor Services Volunteer

Location: Gilsland Farm Audubon Center
20 Gilsland Farm Rd. Falmouth, ME

About This Position

Our Visitor Services Volunteers welcome all visitors to Gilsland Farm Visitors and Education Center and help them find what they're looking for. This is a wonderful opportunity to meet people and share interests in nature.

Front desk shifts are 10 am – 1pm and 1pm – 4pm. We are currently seeking morning and afternoon shifts for Thursdays and Fridays.

The Visitors Center is open 7 days a week with the exception of some holidays. We need both regular volunteers and fill-ins for these shifts, especially for weekends. Volunteers are backed up by full time staff. We offer ongoing training and support.

Duties & Responsibilities

- Welcome visitors at the front desk
- Answer phones and funnel messages to appropriate team members
- Offer assistance with information about the sanctuary, the general area, programs, etc.
- Help educator prep materials for programs
- Help development team with large mailings
- Check membership status and record visitation statistics
- Help keep shop, lobby, front desk, and bathrooms neat and clean
- Assist with educator mount rental process, snowshoe and backpack rentals
- Become familiar with Volunteer Information book and all materials available

to visitors so they can find the answers they seek

Qualifications

- Volunteers must have a pleasant and professional manner and the ability to make visitors feel welcome
- Dependable
- Must be 18 years of age
- Have strong verbal communication skills
- Able to work cooperatively and independently
- Experience with or willingness to learn how to use a computer for data collection
- All volunteers must pass a background check

How to Apply

To apply for this position, please email Jill Valley-Orlando at jvorlando@maineaudubon.org.

About Maine Audubon

Maine Audubon is the state's oldest and largest wildlife conservation organization. Since 1843, we have been connecting people to nature through a science-based approach to conservation, education, and advocacy. The largest Maine-based wildlife conservation organization, Maine Audubon has eight wildlife sanctuaries, 10,000 members, 2,000 volunteers, and serves over 50,000 people annually.

With the help of our volunteers, members and supporters, we protect Maine's wildlife and habitat, conserve and restore resilient land, advocate for impactful environmental policies, offer education programs for adults and children, and provide endless opportunities to experience the outdoors at our wildlife sanctuaries.