

Information Assistant – Hauxley Wildlife Discovery Centre

Team

Druridge Bay Living Landscape Team

Responsibilities

- Working as part of the Druridge Bay volunteer team reporting to a designated NWT staff member.
- Staff the reception point in the Visitor Centre.
- Provide a warm welcome to visitors.
- Engage with visitors to answer queries and provide information.
- Assist with occasional walks/talks.
- Carrying out checks and completing report forms or logbooks.
- Provide a visible presence in the centre and help ensure visitors adhere to site rules.
- Help to recruit new NWT members and volunteers.

Existing skills and experience needed

Friendly and approachable
Knowledge of local area and or wildlife
First Aid certification

Essential
Essential
Desirable

Skills development offered

- Training in relevant health and safety policies and codes of practice.
- In house training in delivery of various tasks centred around visitor experience and public engagement.
- Opportunity to attend volunteer training events offered by NWT.
- Opportunity to shadow existing 'Bird Count' wardens to learn about the reserve and local wildlife.

Support available

- Vehicle mileage and public transport costs will be reimbursed.
- Personal protective equipment will be supplied when required.

Time commitment needed

Usually half a day per week as part of rota system – morning 9am - 12:30pm afternoon 12:30pm - 4pm.

Any other relevant information

- NWT operates a comprehensive Health and Safety policy that all volunteers are required to adhere to.
- Appropriate PPE to be worn when required.

