

Volunteer Opportunity

Information Assistant – Hauxley Wildlife Discovery Centre

Join our friendly staff and volunteers at Hauxley Wildlife Discovery Centre to engage with visitors and help them have the best experience possible at the reserve.

Responsibilities

- Working as part of the reception volunteer team reporting to a designated NWT staff member.
- Provide a presence at the entrance to 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 or desirable

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 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

The reception building is open 7 days a week. Volunteers can sign up for half day shifts – morning 10am - 1pm or afternoon 1pm - 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.

