

Outreach Volunteer

Job Description

The Friends are an official Park Partner organization and can have a table/tent at Park events or high visitor use areas (e.g. Dune Climb, Sleeping Bear Heritage Trail, Glen Haven, or PS Drive) to educate visitors about the work we do in support of the Park and ask for volunteers and donations.

We would like to have a table/tent at many of the Park events throughout the year. We have informational materials, a table, and a tent, but we need volunteers to be there to set up, take down, and staff it during the events.

The Outreach Volunteer will work with at least one other volunteer and the Outreach Coordinator for a Park event or high visitor use area to set up the table/tent and materials, collect donations, and visit with interested visitors.

The volunteers and coordinator will report their experience and volunteer hours on the Friends web site: www.friendsosleepingbear.org.

The duties of the Outreach Volunteer include:

- Set up the table, tent, printed materials, donation box, etc. at the Park event.
- Put the materials back into storage after the event.
- Make sure that donations are secure, counted, and deposited in the Friends bank account after each event. Report donations to the Outreach Coordinator.
- Make sure that any volunteer registration forms are sent to the Outreach Coordinator.

Required Experience

Communication skills
E-mail

Required Training

Training is provided by the Friends of Sleeping Bear Dunes.

Time Commitment

2-4 hours per event