

Madrona Marsh Nature Preserve and Nature Center
Voluntary Position Job Description

Position	Clerical/Office Assistant
Job Description	Assist Preserve staff with clerical tasks including typing, data entry, preparing monthly calendars, duplicating, etc. under the direction of Nature Center staff.
Typical Activities	<ol style="list-style-type: none"> 1. typing letters and documents 2. proof-reading documents 3. entering data into Excel databases 4. assisting Preserve Staff in developing calendars and events flyers 5. duplicating flyers, brochures, other materials 6. answering phones/returning phone calls
Required Skills or Background	Prior clerical or data entry experience helpful, but not necessary. Should be careful and accurate.
Training	<ol style="list-style-type: none"> 1. 2-hour general orientation to the Preserve and Nature Center 2. on-the job training on specific projects by Center staff
Approximate Time Commitment/ Hours per month	One half-day per week (4 hours). You can set your own schedule.
Benefits to the Volunteer	Opportunity to use your skills in a setting that benefits the community. Learn more about nature in the South Bay. A chance to use your creativity (for example in designing flyers)
Other	Several individuals can share this position.