



BISCAYNE NATIONAL PARK  
Volunteers In Parks  
9700 SW 328<sup>th</sup> Street  
Homestead, FL 33030  
(305)230-1144

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## **Front Desk Volunteer - Shadow**

**How many people required:** flexible

**Goals of this position:** This is a training position. Good for High School age.

**How many days per week:** minimum 1x/week @4hrs

**Duration of position:** flexible with supervisor approval

**Location of Volunteer Position:** Dante Fascell Visitor Center, Biscayne National Park 9700 SW 328<sup>th</sup> Street, Homestead, FL 33033

**Tasks required:**

- Observe Desk attendant to learn how the front desk of a visitor center in a National Park operates
- Assist when possible with answering phones and visitor questions
- Other tasks as assigned

**Characteristics of a Front Desk Shadow VIP**

- Responsible, professional
- Self-starter
- Quick to learn
- Follows directions, but can independently perform tasks once oriented
- Punctual and dependable
- Good with kids of all ages and families

**Paperwork Needed:**

- Application (OF301) [www.nps.gov/bisc/getinvolved/volunteer.htm](http://www.nps.gov/bisc/getinvolved/volunteer.htm)
- Agreement, with parental approval if under 18yrs (OF301a)
- Job description (this page will suffice for PD)
- JHA (if needed)

**Ranger Contact/Supervisor Information:** [Elizabeth\\_Edwards@nps.gov](mailto:Elizabeth_Edwards@nps.gov), (305)230-1144 x039

**Required Training:** 2hr orientation + on the job training

**Suggested Training:** CPR, First Aid

**Other Items to Note:** This is a uniformed position (we will provide). No reimbursements. 14+

