

# SAGUARO NATIONAL PARK VOLUNTEER JOB DESCRIPTION

**Volunteer Title:** Visitor Center Information Desk Volunteer

**Supervisor:** Melanie Florez

**Supervisor's contact information:** [Melanie.florez@nps.gov](mailto:Melanie.florez@nps.gov); (520)733-5151

**Location:** Rincon Mountain District Visitor Center

**Ongoing**  **OR** **Start date** \_\_\_\_\_ **End date** \_\_\_\_\_

**Time Commitment:** 4 hours a week, year-round

## **Duties**

- Provide information to park visitors; assist trip planning; answer questions about the park, including natural and cultural history topics.
- Complete bookstore sales, using cash register and credit card machine.
- Answer telephone calls.
- Lead short walks through our Cactus Garden or give patio talks.

## **Benefits**

- Working in a beautiful national park.
- Positive interactions with visitors and fellow staff.
- Opportunities to expand personal knowledge of the Sonoran Desert and Saguaro National Park.

## **Goal / Outcome of Job**

- Volunteer will enhance park visitors' experiences while in the park and while visiting Tucson and surrounding area.

## **Knowledge / Skills Desired and/or Required**

- An outgoing personality is a must!
- Ability to operate a cash register and credit card machine.
- Willingness to learn and expand personal knowledge of the park.

## **Training / Preparation Required**

- Most of the training will be on-the-job; opportunities for further in-depth training will be available several times during the year.
- It is beneficial to read about/research the park and its cultural and natural history.

## **Other Requirements**

- The volunteer will be required to follow the policies detailed in the Saguaro Volunteer Handbook.
- Required to wear volunteer uniform.