



Brooker Creek Preserve Needs You!

Volunteer Opportunities Environmental Education Center

These opportunities are for those people who are interested in working in relation to the Environmental Education Center. If you are interested in one or more of these positions, please contact **Vestina Crayton** at 727-453-6967 or vcrayton@pinellascounty.org.

Outreach Programs - Promote Brooker Creek Preserve, one of our county's treasures. Assist with creating and updating presentations that give an overview of the history and highlights of the Preserve and Education Center. Identify outreach opportunities. Present off-site programs at schools and civic organizations at a minimum once per month. Available days and times are Tuesday-Saturday; 8:30 am – 4:00pm.

Special Events - Assist with creating and staffing information booths at environmental events. Volunteers will be notified on an as-needed basis. Events are generally one to three day events. Volunteers will be notified as soon as opportunities become available. Duties are shared and rotated with other volunteers.

Front Desk - Greet visitors, answer visitor questions by phone or walk-in about the building and construction of the Center, the exhibits, the surrounding Preserve, exhibit gallery and programs. Register program participants in the online registration program Outbound. Maintain applicable inventory. Training will be provided. Times available: Thursday, Friday, Saturday; 8:15 am – 12:15 pm or 12:15 pm – 4:15 pm (Two shifts are available each day listed above)

Training - Assist with creating presentations and applicable materials to train new volunteers and current volunteers on new programs and procedures. Maintain applicable inventory. Day and times are determined by need. Available days and times are Tuesday and Wednesday; 8:30 am – 4:00pm.

Clerical - Data entry, making copies for programs and filing. Day and times are determined by need. Maintain applicable inventory. Available days and times are Tuesday-Saturday; 8:30 am – 4:00pm.

MORE... See next page!

Building Maintenance - Basic maintenance on equipment and appliances located in the Education Center such as changing batteries, light bulbs and cleaning interpretive signs. Day and times are determined by need. Maintain applicable inventory. Available days and times are Tuesday-Saturday; 8:30 am – 4:00pm.

School Groups - Assist school groups with completing paperwork and answering questions about the Preserve, the Exhibit gallery and/or accompany a group on a hike. Maintain applicable inventory. Day and times are determined by need. Training will be provided. Available days and times are Tuesday-Friday; 8:30 am – 4:00pm.

Newsletter - Write articles on Preserve topics such as wildlife, flora & fauna, upcoming events, and volunteer spotlight. Deadlines and writing specifications will be provided.

Resource Room - Maintain, identify, order appropriate materials and maintain applicable inventory. Update the internal resource database. Two times per month, volunteer will staff the Resource Room, answer any visitor questions about resource materials, how to use the room, computer resources and other Preserve related questions. Duties can be shared by volunteers. Available days and times are Tuesday-Saturday; 8:30 am – 4:00pm.

Marketing - Update quarterly program calendar in PowerPoint. Print calendar in the appropriate format, send out press releases and update signage along the boardwalk and in the designated rooms in the Education Center. Available days and times are Tuesday-Saturday; 8:30 am – 4:00pm.

Youth Center - In coordination with the 4-H Youth Development Agent, create, update and maintain the youth corner. Identify brochures, activity sheets, educational materials, and maintain applicable inventory. Available days and times are Tuesday-Saturday; 8:30 am – 4:00pm.

Education Displays - In coordination with the appropriate Extension Agent, identify, research, create, update, educational displays and maintain applicable inventory. Available days and times are Tuesday-Saturday; 8:30 am – 4:00pm.