Prairie Heritage Center Volunteer Expectations

The Prairie Heritage Center Volunteer assists O'Brien County Conservation Board by staffing the Prairie Heritage Center during scheduled weekend hours. Volunteers help create a welcoming, safe, and informative environment for visitors while supporting the educational and outreach mission of the Conservation Board.

VOLUNTEER PERIOD AND SCHEDULE

- Seasonal: May through September
- Volunteer Schedule: Saturdays and Sundays, 1:00 PM – 4:00 PM
- Location: Prairie Heritage Center, 4931 Yellow Ave, Peterson, Iowa

STIPEND

A $50.00 per day stipend is available to volunteers who consistently meet the expectations and responsibilities outlined in this document.

SUPERVISION

Volunteers serve under the guidance of the Conservation Board Director and Office Manager. Volunteers are expected to represent O'Brien County Conservation Board in a professional and courteous manner.

VOLUNTEER EXPECTATIONS AND RESPONSIBILITIES

- Open and close the Prairie Heritage Center according to established procedures
- Greet and welcome visitors in a professional and friendly manner
- Monitor visitor activity within the facility to help ensure safety and proper use
- Answer basic questions regarding the Prairie Heritage Center, parks, campgrounds, and conservation programs
- Provide informal tours of the nature center as needed
- Maintain cleanliness and general appearance of the facility during volunteer hours
- Notify supervisory staff of any maintenance issues, visitor concerns, or incidents
- Demonstrate reliability, punctuality, and professionalism while volunteering

DESIRED QUALIFICATIONS

- Must be at least 16 years of age
- Strong communication and interpersonal skills
- Ability to work independently with minimal supervision
- Interest in conservation, natural resources, outdoor recreation, or environmental education preferred

PHYSICAL EXPECTATIONS

- Ability to stand, walk, and interact with visitors for extended periods
- Ability to perform light cleaning and facility upkeep tasks
- Reasonable accommodations may be made to enable individuals with disabilities to volunteer

VOLUNTEER INTEREST

Individuals interested in volunteering should contact O'Brien County Conservation Board at:

712-295-7200 or occb@obriencounty.iowa.gov or www.obriencountyparks.org