

Title: Mail Crew Member

Objective: These volunteers will be in charge of ensuring that CEC's many mailings get out in a timely and orderly fashion. If you enjoy working with others, than you will like the satisfaction that you get from assembling CEC's many mailings. Training is provided. The majority of CEC's bulk mailings go out in the summer, but volunteers will be needed throughout the year to assist with various mailing responsibilities. Volunteers report to Emily Bobrowich.

Qualifications: This is a sit-down type of job. Must be flexible- you may be sealing, stamping, or addressing. Good penmanship is preferred. Must be able to alphabetize documents and keep them in order. Must have flexible schedule and be available to commit either a morning or an afternoon to fulfill responsibilities.

Time Commitment: 4.5 hours per mailing. Average of 4 mailings a year with the majority in the summer.

Benefits: Camaraderie-- a great social atmosphere to work in, and all the baked goods you can eat!

Title: Friday welcome desk/CEC storekeeper

Objective: This volunteer will ensure that a visitor's experience at CEC is a positive one! Your enthusiasm is needed in greeting visitors, answering phones, and conducting sales in CEC's small store. This volunteer will occasionally assist with mailings. Training provided. Must be available to work 9-3 most Fridays. Volunteer reports to Emily Bobrowich.

Qualifications: Cheery, outgoing personality is a must-have and a familiarity with Cope Environmental Center is preferred. Must be able to walk 100+ yards to the mailbox to retrieve/send mail.

Time Commitment: 6+hours per week. Year-round.

Benefits: Meet and greet a variety of interesting people and groups. Have access to a variety of interesting nature books/guides to read.

Title: Maintenance Crew

Objective: Do you have mechanical or handyman skills that you'd like to put to good use? With seven buildings and many structures including bridges and shelters, these independent-spirited volunteers will be in charge of identifying and carrying out structural repairs and small maintenance jobs. Schedule is flexible and offered during CEC's office hours 9-5, with volunteers reporting to Jeremy Mussoni.

Qualifications: Must have a variety of handyman/mechanical skills and confidence in abilities and knowledge of tools and equipment. Must be able to walk 1 mi. + to various buildings on the property to perform various maintenance tasks.

Time Commitment: 4+ hours per week. Majority of maintenance work done during the summer months.

Benefits: Satisfaction of maintaining a variety of structures and keeping the Cope Environmental Center functioning and looking beautiful.

Title: Land Stewards

Objective: These persistent volunteers will be in charge of the eradication of invasive species on CEC's 100+ acres of property in addition to property enhancements such as maintaining plantings. Trail maintenance is also a possibility. Volunteers with a basic knowledge of non-native species are especially welcome and may assist in training others. Work is year-round, depending on weather. Schedule is flexible during CEC's office hours, 9-5. Volunteers report to Emily Bobrowich.

Qualifications: Must be able to walk long distances (1 mi+) off and on trails. A basic knowledge of invasive/non-native species is preferred but not necessary.

Time Commitment: 1 hour per week +. Majority of work is done during the summer months.

Benefits: All the fresh air you can breathe! Rare bird/wildlife sightings subject to the alertness/understanding of the volunteer.

Title: Community Ambassador

Objective: This out-going volunteer will represent CEC at local fairs and community events. You may even get a chance to drive the biodiesel-powered Cope car in a parade! Volunteer must have a flexible schedule and be available nights and weekends. Volunteers report to Emily Bobrowich/ Stephanie Hays-Mussoni.

Qualifications: Must be outgoing, able to drive, and finally, have a familiarity with Cope Environmental Center and it's mission and vision.

Time Commitment: Larger time commitment in summer (2+ hours/week), less in winter (2+ hours/month)

Benefits: Who needs front row seats for a parade when you can be in it! Free admission to a variety of community events.

Title: Trail Phenology

Objective: This volunteer will be responsible for recording the changes in the seasons at CEC. In this position, you will be in charge of walking CEC's trails and keeping a log of the change in flora and fauna

available to visitors. *What would a visitor see on the trails today if they were to go for a hike at CEC?* There will be the possibility of keeping the phenology log in a blog form. Hours are flexible. Volunteer reports to Emily Bobrowich.

Qualifications: Must have good writing skills and a familiarity with word processing and blog formats. Must be able to walk CEC's 3+ miles of trails and record what you see.

Time Commitment: 5+ hours a week

Benefits: Put writing skills to a good use and get plenty of fresh air at the same time!

Title: Grant Proposal Writer

Objective: This volunteer will be in charge of preparing proposals and grant applications for review by our Development Director. This volunteer will have the satisfaction of being able to secure funding for important CEC events and programming and ensure CEC's future success. Grant writing experience is absolutely necessary. Time commitment is flexible and varies depending on grant. Work from home or from CEC! Volunteer reports to Alison Zajdel.

Qualifications: Must be a solid writer and have good researching skills. Grant writing experience preferred, but not necessary.

Time Commitment: 2+ hours a week

Benefits: Put writing skills to a good use and help secure fund for CEC's educational programs!

Title: Trail Patrol

Objective: These volunteers will act as goodwill ambassadors- hiking CEC's trails, providing information for guests, clearing trails and picking up litter & lost items along the way. Volunteers must be out-going and willing to become familiar with CEC's trails. Schedule is flexible and can be tailored to your needs. Volunteer reports to Emily Bobrowich.

Qualifications: Must be passionate about keeping CEC litter-free! A familiarity with CEC's trails and an outgoing personality are preferred.

Time Commitment: 1 hour a week+

Benefits: Put your best foot forward for CEC! As a trail ambassador, you get to meet a variety of people and share your passion for the environment!

Title: Public Relations

Objective: This volunteer will lend their networking skills to CEC by setting up a press calendar, writing press releases and sending them out, research press leads and making contact with various sources at the newspapers, magazines and radio stations, promoting CEC in the surrounding communities.

Qualifications: Must have experience writing press releases and possess solid writing skills.

Time Commitment: 2 hours a week

Benefits: Gain valuable experience in public relations and improve the visibility of CEC in the community!

Title: Pro-Bono Volunteers

Objective: A pro-bono volunteer working at CEC lends their time and professional-level services to a good cause.

Qualifications: Must have experience and competency in field. Should have a flexible schedule that allows for established deadlines

Time Commitment: Flexible. Most work is done on a project basis with established deadlines determined by the volunteer and coordinator.

Benefits: Find a creative outlet for your skills that you don't currently use but want to keep maintained. This is a great way to keep up expertise in an area that you don't get to use routinely but are passionate about.

Title: Trail Head Keeper

Objective: Maintain and update CEC's two trailheads (4910 Shoemaker Rd. and Prairiewood trail head). Decide what publications and decoration should be added each month to capture the visual interest of visitors and members. Volunteer should check routinely with development director, Alison Zajdel, to establish any promotional materials that are necessary for the trail heads.

Qualifications: Must have a flair for the creative and be able to synthesize information succinctly and interestingly.

Time Commitment: 1 hour + per month.

Benefits: Keep up to date with events at CEC! Have the personal satisfaction of hundreds of visitors seeing your work each month.