



Great Lakes, Great Times, Great Outdoors

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FRONT DESK ATTENDANT

Wolf Lake State Fish Hatchery Visitor Center
Michigan Department of Natural Resources
34270 County Road 652, Mattawan, MI 49071

VOLUNTEER TIME COMMITMENT: Various hours, March – November

VOLUNTEERS ARE NEEDED TO:

1. Orient visitors to the facility and grounds
2. Answer telephone
3. Answer visitor questions
4. Record daily visitor attendance, program attendance
5. Light daily housekeeping such as cleaning the reception desk, dusting lobby area, glass cleaning, vacuuming
6. Feeding animals and/or cleaning display aquariums
7. Clean and dust displays and exhibits
8. Other duties as assigned

Volunteers will be provided with training and the necessary materials to conduct all duties.

INTERESTED? Contact the Visitor Center Interpreter, Shana McMillan by email at mcmillsk@michigan.gov or by phone at 269-668-2876