MICHIGAN STATE
UNIVERSITY

Volunteer Job Description

KBS Unit/Volunteer Location: Kellogg Bird Sanctuary
12685 East C Avenue
Augusta, MI 49012

Position Title: Tour Guide

Agency: MSU Kellogg Biological Station
3700 East Gull Lake Drive
Hickory Corners, MI 49060

Telephone: 269/671-2015

Contact Person: Volunteer Program Coordinator

Supervision: Sanctuary Staff (direct)
Volunteer Program Coordinator (indirect)

Task Description/Specific Duties:

- Conduct tours for groups ranging in age from preschool to senior citizens
- Guides will determine which age group they are most comfortable leading
- Basic concepts that are explained during a tour include:
    - Adaptations
    - Identification of waterfowl and birds of prey housed at Sanctuary
    - Migration
    - Nesting

Days and Times Needed: Sanctuary normal hours of operation: Monday-Saturday 9am to 5pm, Sunday 11am to 4pm. The majority of tours are weekday mornings.
Volunteers should set aside at least 11/2 hours for each tour group. Volunteers are given the opportunity to choose which scheduled tours best fit their schedules.

Longevity/Duration of Position: Ongoing--March through November. Minimum commitment of 40 hours over a one-year period.

Qualifications (Previous knowledge of subject matter is not required): Must be outgoing, welcoming and have an interest in working with people. It requires one to learn about the Kellogg Bird Sanctuary and share to our visitors what the Sanctuary has to offer. Should also enjoy the outdoors and feel comfortable leading groups along a three-quarter-mile tour route.

Orientation and Training: Training is provided and all new Tour Guide Volunteers will partner with an experienced guide to become acquainted with the subject matter prior to their first scheduled tour group.

Comments: Volunteers will be working in a friendly environment with helpful and appreciative staff members.

Last update: August 2011

W.K. Kellogg Biological Station

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Hickory Corners, MI 49060

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