

# Information Desk Greeters

## Volunteer Description

**Purpose:** To greet and provide assistance to visitors of The Outdoor Campus-West and South Dakota Game, Fish and Parks regional office.

**Key Responsibilities:**

- Greet visitors and help direct them to offices and locations within the GFP/TOC-West campus.
- Answer questions about GFP and TOC-West and provide forms when necessary. (Ex: Volunteer applications, hunting applications, state park stickers, HuntSAFE registration, etc.)
- Provide information about activities occurring at TOC-West.
- Refer visitors to appropriate resources (GFP employees, library resources, etc.).
- Monitor visitor entrance.
- Answer phones when secretaries are unavailable.
- Other duties as assigned.

**Qualifications:** Dependable, patient with visitors, knowledgeable about SD GFP programs, able to work with other GFP staff, enjoy interacting with others, able to work independently or in a small group, able to answer phones and take accurate messages when needed

**Training:** All of our volunteers are required to go through a basic orientation to The Outdoor Campus-West. Additional training will be provided by the volunteer coordinator or GFP secretaries as tasks are assigned. We will also provide a TOC-West/GFP binder with additional information.

**Time Commitment:** We ask all greeters commit to a minimum of one 3-4 hour shift per month. Opportunities will vary, but may include daytime, evening or weekend hours.

**Age Requirement:** Greeters must be at least 18 years of age or older.