

Role summary:

- To support volunteers by locating information, answering questions, and producing information documents. Also to support interpreters by collecting, analyzing, collating, and presenting research for upcoming programs.

Desired skills and experience:

- Able to operate Word processor and Excel spreadsheets.
- Ability to communicate clearly in written and spoken English.
- Comfort and/or experience operating two-way radios.
- Experience and/or training in at least one of:
 - Interpretation, scientific writing, library sciences, educational writing, biology, ecology, life sciences, graphic design and layouts, administration, and/or statistical analysis.

Commitment:

- May – September 2019
- 4 hours per week
- Minimum 50 hour commitment

Work environment:

- Office environment

Shifts available:

- Any day of the week between 10:00am – 4:00pm



Training:

- **Aquarium Core I:** Monday September 16th or Sunday September 22nd
- **Aquarium Core II:** Wednesday September 25th or Sunday September 29th
- **Specific training:** Saturday October 5th at 12:30pm – 3:00pm, Sunday October 6th from 10:00am – 12:30pm, or Friday October 11th from 10:00am – 12:30pm.

Volunteers will start shifts the week of October 13th.

Are you interested in this program? Register for an upcoming information session (Wednesday September 4th from 6:30pm – 8:30pm) where you can sign up for an interview (Sunday September 8th or Wednesday September 11th). Create a profile in our database by clicking [here](#), and then register for the information session under the “Opportunities” tab.