

**Trout Lake Nature Center
Position Description
Office Manager**

Overview: Trout Lake Nature Center (TLNC), a non-profit organization, has a strong mission of environmental education and habitat protection. TLNC has an approximately 230 acre property that is primarily wetland habitat with a natural history museum, education building, trails, boardwalk and education dock. PreK to fifth grade students come to TLNC for interactive field trips. Homeschoolers, youth groups and scouts also come for various types of programs.

Family, community and adult programs are created and given throughout the year to educate about the environment. This position is also responsible for various administrative or tracking functions.

Principal Responsibilities

Greeting and Phone

- Answer phone and take messages.
- Serve as greeter when volunteers aren't available.

Volunteers

- Recruit volunteers and when requested assist with volunteer training and retention.
- Supervise youth and adult volunteers assisting with office tasks.
- Assist with volunteer assignments and supervision of activities.
- Maintain regular communications with volunteers.
- Assist in planning and attend Volunteer Orientations and work weeks as requested.

Membership

- Manage membership and sustaining sponsor programs to include annual invoicing for renewals on a monthly basis.
- Help plan and attend Annual Membership Meeting for staff and volunteers.
- Maintain membership records on database and coordinate with Treasurer.
- Send out welcome email and membership cards.
- Input membership data into database and website mailing.

Promotional/PR

- Assist with maintaining Website mailing list, registrations and online Calendars.
- Write press releases for events as requested.
- Assist with producing event flyers using Microsoft Publisher or other software.

Database Management

- Maintain records database for visitors, events, outreach contacts, and volunteer hours.
- Update web-based email list from visitor log.

Accounting/Financial

- Prepare bank deposits and maintain Cash and Checks spreadsheets.
- Manage ordering of office, education, janitorial and maintenance supplies and materials.

- Provide information and documentation to TLNC's bookkeeper with the correct accounts to be charged for expenses or income from the various TLNC vendor accounts and the debit card account.
- Complete cash and checks spreadsheet for bank deposits for all TLNC accounts.
- At the first of the month provide PayPal and Square transaction report to bookkeeper.
- Assist Education Coordinator in processing school invoicing.

Other

- Assist with distributing field trip information to the public and private schools and home schoolers.
- Maintain lobby calendar.
- Other tasks as assigned.
- Work with maintenance contractor or employee to keep equipment and facilities functioning.
- Solicit donations for Jungle Fest and other tasks for Jungle Fest.
- **Staff office at least once every 4 weeks on Saturday. (8 hours)**

Hours and Time: 30 hours per week.

Report to: Executive Director

Qualifications/Requirements (Experience with bookkeeping and office management)

- Have good computer skills (Microsoft Office, QuickBooks and internet).
- Be able to function both independently and as a member of a team.
- Share the mission of TLNC.
- Be physically active (able to lift boxes up to 50 lbs., walk a mile, carry a tent, work outside in summer heat, etc.).
- Successfully complete Level I Background Screening (TLNC reimburses fee after six months of employment.)

Salary: \$17 to \$20 per hour

Benefits: 40 hours of paid leave, mileage reimbursement for off-site activities.