

# Volunteer Opportunities

at

## Indian River Lakes

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## CONSERVANCY

Protect • Learn • Enjoy • Forever



### Land Steward

#### Duties:

- Walking/snowshoeing the trails to ensure there are no obstructions such as fallen trees/limbs/washouts
- Cutting back vegetation
- Adding and replacing trail markers
- Posting appropriate signage to include parking, trail head maps, and welcome signs
- Restocking trail guides in respective trail kiosks
- Repainting Conservancy Boundary markings
- Build planking over wet areas
- Identify and remove invasive plant species
- Fill out and return trail report

#### What we provide:

all materials such as trail markers, signs, maps, tools, & safety equipment

#### Skills developed:

maintenance, land management, independent work ethic, map reading



### Education

#### Duties:

- Present educational or informative presentation, class, hike, outing, etc.
- Newsletter contributor



Educator volunteers can be a self-identified and passionate nature enthusiast or Ph.D. in a specific field of study. We welcome any ideas for events and articles.

**What we provide:** venue, event promotion, event set-up/tear-down, and technical support

**Skills developed:** writing, oral presentation,

### Outreach

#### Duties:

#### Community Outreach

- Place IRLC information such as brochures, event calendars, and trail maps in public areas
- Report weekly, through email, where information was placed

\*Volunteer will have a town/city area of responsibility.

\*The position allows flexibility – just distribute information when you see a proper location.

#### Event Outreach

- Attend and distribute information at events
- Answer general questions about IRLC

**What we provide:** outreach volunteers can pick up a distribution packet at the IRLC office. The packet will include trail maps, brochures, information sheets, and relevant event flyers

**Skills developed:** communication, organization, marketing, independent work ethic

### Administration

#### Duties:

- Filing
- Writing
- Editing
- Mailing data entry
- Advertising design
- Photography

**Skills developed:** business administration, writing, data entry, organization, teamwork, communication, journalism, marketing



\*You are not obligated to perform all tasks outlined in the position description. All efforts and skill levels are appreciated!

### Event Crew

#### Duties:

#### Host/Hostess

- Greet guests
- Ensure sign-in
- Direct guests where to go
- Provide hand-outs

#### Set-up/Clean-Up Crew

- Tables and Chairs (set-up/tear down)
- Food and beverage (set out/put away)
- General clean up and waste removal

#### Technical Support

- Set up projector and computer

#### Event Outreach

- Distribute hard-copy flyers 2-3 weeks in advance

**Skills developed:** customer service, organization, event-planning, communications, teamwork, IT support



#### Our volunteer positions are perfect for:

- students
- school clubs
- boy and girl scouts
- church groups
- corporate volunteers
- veterans groups
- nature enthusiasts

### About us

IRLC's humble roots were planted in 1998 with a 28-acre donation. Today, IRLC maintains over 2,277 acres and 13 miles of trails on the Grand Lake Reserve, Baker Woods Preserve, and Redwood Hill Preserve.

IRLC's mission is to preserve the natural character of the Indian River Lakes region, with a focus on protecting clean water, fish and wildlife, and the scenic vistas along the shores of the lakes and the Indian River and to educate ourselves and the community about the natural habitat in which we live.

The Indian River lakes Conservancy is a non-profit land trust with 501(c) (3) tax exempt status and Land Trust



Contact us about how you would like to help!

P.O. Box 27 • 43982 Stine Rd • Redwood, NY 13679

315-482-4757 • indianriverlakes@gmail.com • indianriverlakes.org