



**Division of Recreation and Parks
Three Lakes Nature Center
Receptionist, Recreation Instructor**

Position Description:

Looking for a way to serve the community? Henrico Recreation and Parks has a need for volunteers to assist with recreational programs, events, and tours at several of their parks and facilities. The volunteers will be responsible for the following duties:

- Greet visitors, answer phones, take messages, distribute information to public on exhibits, the park and recreation programs.
- Assist with educational and recreational programming.

Skills Required: Customer service skills. Able to deal with visitors of all ages. Interest in nature and ability to work in all types of weather conditions. Some knowledge of nature and native species is helpful for Receptionist position. Experience working with children is helpful for Recreation Instructor position.

Volunteers Needed: 5-10 (Ages 16 or older)

Hours Needed: Year round, Seasonal hours change Tuesday-Sunday

How to Apply: Visit the [Volunteer Program](#) site to apply now! Please visit the [Division of Recreation and Parks](#) website for more information about their recreational programs, upcoming events, and initiatives!