



Orient Land Trust

Discovery Host - Description

Position Overview

Discovery Hosts staff the Welcome Center (in conjunction with front desk staff) and are the orientation point person, greeting and informing visitors on the many unique aspects of Orient Land Trust, including layout and amenities of Valley View Hot Springs. Discovery Hosts answer phones, answering visitor inquiries and taking messages for front desk staff. Hosts also assist with special fundraising activities such as raffles or auctions and other front desk staff duties such as stocking inventory of sale and display items, laundering and folding towels, and handling lost and found items. Time and interest permitting, Discovery Hosts may also work on other projects or tours, as OLT needs and/or host's skills and desires permit.

Duties and Responsibilities

1. Give first time visitors a brief orientation/map tour of Valley View Hot Springs, Orient Land Trust, and its facilities
2. Answer a wide variety of questions by visitors (newcomers and old timers alike) about Orient Land Trust and Valley View Hot Springs, including answering phones
3. Study and understand educational visitor displays in Eagle Room and be prepared to discuss with visitors
4. Engage Orient Land Trust visitors
 - Discuss OLT, its programs and unique aspects
 - Distribute OLT literature
 - Encourage visitors to become members
5. Assist staff as needed
6. Be aware of books pertaining to OLT in the reference area
7. Lead other OLT tours and/or work on other project(s), as time and interest allow

Qualifications and Requirements

- Belief in the mission of OLT and understanding of its goals and programs
- Strong oral communication and people skills
- Experience and/or training with informal interpretation
- Experience as a visitor to OLT
- Positive, friendly attitude
- Motivated, self-starter
- Interest in OLT's resources: natural history, historic preservation, local flora and fauna, geology, alternative energy, and the work of land trusts

Supervision and Training

The Discovery Host will work under the supervision of the Visitor Services Manager. Training, where appropriate, will be provided by the Visitor Services Manager, other OLT Staff, and/or other volunteers as appropriate.

Commitment Required and Place of Work

This is an unpaid position, and can be part or full-time. The length of service can vary depending on the volunteer, but two weeks to one month is preferred. Volunteers who work two weeks or more, and a minimum of 30 hours per week, are eligible for tent or RV space at no charge. The position runs from May through September.

Benefits

The Discovery Host will gain an intimate knowledge of OLT and its dynamic features while engaging with a diverse group of people. Discovery Hosts are sometimes the only OLT Staff with which visitors make contact. In addition to having the satisfaction of contributing to the mission and goals of OLT, volunteers will receive free camping and use of the facilities for themselves and their immediate family while they are serving as host. Volunteers who work a minimum of hours could possibly count that time toward OLT membership privileges.

To Apply

Please print an application from our website and send to OLT at the contact below. You may include a letter outlining your experience, interest and why you would like to volunteer. If you need a copy of the application emailed or mailed to you or you have questions about the position, please call 719.256.4315.

Contact

Orient Land Trust, Volunteer Coordinator
PO Box 65
Villa Grove, CO 81155
719.256.4315, 719.256.4317 (fax)
matt@olt.org, www.olt.org

Thank you for your interest!