

## **School Group Administrative Assistant**

### **Goal of Position**

To assist the education staff in behind the scenes preparations before school groups come for educational programming.

### **Sample Activities**

1. To create education packets and/or give-aways for school groups
2. To create identification card necklaces for school groups

### **Timeframe**

Length of commitment: no time frame

Estimated total hours: variable, 4 or 5 hours each week

Scheduling: as needed

### **Worksite**

Janet Huckabee Arkansas River Valley Nature Center

### **Qualifications Sought**

1. Ability to work well on your own
2. Ability to follow directions
3. Transportation is required

### **Benefits**

1. Personal satisfaction of knowing you've helped school children learn more about nature and the outdoors at our nature center.

### **For further information**

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