



Duke Farms

Program Assistant | *Education and Programming Department*

Shift dates/times vary; are typically announced week of

Daily Duties:

- Register participants
- Disburse material
- Answer general questions about Duke Farms

As Needed:

- Provide directions
- Provide up-to-date information about COVID-19 procedures, Duke Farms' App, upcoming programs, and points of interest throughout property

No prior experience necessary. All training to be provided.

Qualifications:

- Punctual, approachable, friendly, and interested in both educating and learning
- Physically able to...
 - Work in weather conditions ranging from hot and sunny to cool and overcast
 - Walk long (1-2 mile) distances on flat to uneven surfaces, occasionally uphill
- Comfortable working individually, in pairing, or in group
- Comfortable communicating extensively with public
- Comfortable communicating and coordinating with other volunteers and Duke Farms staff on consistent basis