



Membership Program Aide

Description: As a Membership Program Aide, you will be working with our Assistant Development Manager to help maintain and expand our membership program.

Responsibilities: If computer literate, the Membership Program Aide will assist in keeping our membership records up-to-date in the Zoo's computer database. For those volunteers without computer skills, you may assist the membership program by distributing materials to zoo members via regular and/or special event mailings and aid in other miscellaneous clerical tasks as needed. Volunteers need to be knowledgeable about the Zoo's history, memberships, and other general information.

Training: Completion of the one-day volunteer orientation program. On-the-job training by department.

Reporting: The Assistant Development Manager will be your main contact while working. The Volunteer Coordinator will be your contact for scheduling and any other concerns.

Time Commitment: Minimum 4 hours per week.

Qualifications: Must be 16 years of age or older, exhibit strong attention to detail, enjoy working in a team-based environment, and have a positive attitude. To volunteer for this position, candidate must have excellent computer skills. Individuals with previous data entry and/or clerical work a plus. Volunteer must be able to follow all supervisory and safety policies. This position may require moderate lifting, bending, and squatting. This position will work indoors. If in school, must show proof of a 2.5 GPA or higher.

Benefits: In addition to the general volunteer benefits from the Naples Zoo, this position allows you to set your own schedule and to strengthen and reinforce computer skills.