



## **Bruce Trail Conservancy Volunteer Position Description**

### **BTC Office Help**

To help out at the Head Office in various capacities as needed.

### **Essential Elements:**

- Read the Volunteer Orientation Booklet and sign the BTC Volunteer Agreement
- Perform duties in timely manner
- Take direction well from staff
- Work as part of the Head Office team
- Be receptive to training for tasks

### **It is helpful to have:**

- Ability to work well with others
- Ability to accept direction from staff
- Skills sets vary depending on duties