



Tallahassee Area State Parks

San Marcos, St. Marks Trail, Lake Jackson,
Lake Talquin, Econfina River, Letchworth, and Natural Bridge



Volunteer Position Description

Position	Grants and Promotion
General Description	Volunteer will be responsible for locating and applying for available/applicable grants and promotional materials for the park.
Benefits to Volunteer	Personal enrichment and experience working in a state park setting. Hours of service recognition pins. Once 500 hours are obtained, volunteers can apply for a free annual entrance pass.
Assigned Tasks	<ul style="list-style-type: none">• Finding and completing applicable grant proposals. Submitting proposal to the Park Services Specialist, Park Manager, and District Park Program Development Specialist at least one month before the grant submission deadline.• Upon approval of a grant, assisting with its execution and managing along with the park staff• Follow-up with grant requirements and fulfill grant wrap-up expectations• Create/update/maintain promotional and public relations materials including public bulletin boards, flyers, photos, video, etc.
Qualifications and Skills	Basic computer skills in word-processing. Excellent verbal and written communication skills. Experience searching for and executing grant proposals. Knowledge of Northwest Florida's natural and cultural resources is a plus.
Standards and Performance	Must submit monthly log of hours worked each month. Must be able to present oneself in a professional manner to the public when encountered. Must be trained in and adhere to all Florida Park Service Safety and Customer Service Procedures and convey an understanding of our mission statement to the public and to fellow staff members. Must adhere to the volunteer uniform standards as designated by supervisor. Must be able to work independently and with staff and other volunteers effectively.
Hours Required	Daily Volunteers: no minimum
Supervisor	Volunteer Coordinator, Assistant Park Manager and the On-Duty Ranger(s)