



Mackenzie Center Custodial Volunteer

The MacKenzie Center, just 25 miles north of Madison, is a diverse environmental education and outdoor skills center with a remarkable conservation history. With interpretive trails, exhibits, museums and programming available for school and youth groups, MacKenzie is a wonderful place to visit and learn about the natural world.

Position Summary:

Seeking a volunteer(s) to assist with all or part of these tasks. This volunteer position is responsible for assisting the education program by helping to keep programming areas clean, sanitary, and welcoming to visitors, school groups, and guests to the MacKenzie Center. This position works under the immediate direction of the Education Group Facilitator and is supervised by the MacKenzie Center Property Manager. This position represents and supports the rules, policies, missions, and practices of the Wisconsin Department of Natural Resources.

Hours:

- Average 10-20 hours per week
- Flexible hours between the hours of 8:00 AM – 4:30 PM Monday through Friday

Duties Can Include:

- Provides custodial services to help with seasonal and regular cleaning needs.
 - Assist with cleaning after a departure of a group to prep for arrival of the next group.
 - Sanitize mattresses
 - Clean & sanitize showers, bathrooms, and commercial kitchen
 - Sweep and mop floors
 - Assist with seasonal “deep cleaning” needs
 - Dust mounts, rafters, duct work, baseboards
 - Wash windows
 - Sanitize chairs
 - Shampoo carpet
 - Assist with other custodial tasks as needed
- Interacts with the groups as appropriate in a professional and positive manner
- Communicates with Group Facilitator to resolve issues relating to program or scheduling needs.
- Reports safety issues to the Group Facilitator.
- Assists in maintaining the program areas as a safe and aesthetically pleasing area for group use.

*Training is provided to learn about specific needs and use of custodial supplies and tools.

If interested in this volunteer opportunity, please contact MacKenzie Center at DNRMacKenzieCenter@Wisconsin.gov or (608) 653-8105.