

# Volunteer Opportunity

## Data Entry



**Are you looking for an opportunity to volunteer?** Chippewa Nature Center has a variety of projects that require data entry such as species of special importance records, deer populations and yearly record keeping. These projects and required documentation are vital to the overall success of CNC, land management and education for future generations. Be a part of this effort by using your skills in Microsoft Word and other programs to enter this important data.

### Position Objective:

To assist in data entry of current CNC projects/documents in collaboration with CNC staff.

### Duties & Responsibilities:

- Enter data presented by staff on paper into electronic forms
- Work collaboratively with CNC staff and other volunteers
- Committed hours will take place mostly during winter months and potentially throughout the year.
- Amount of hours and work time are flexible; certain projects can be done at home, if able.

### Qualifications:

- Have a working knowledge of Microsoft Word and Excel
- Be detail oriented and well organized
- Ability to work independently
- Must be able to work collaboratively with CNC staff
- Volunteer background check will be performed

**Application Procedure:** Please complete the online volunteer application at [www.chippewanaturecenter.org/volunteer](http://www.chippewanaturecenter.org/volunteer), under *In which areas would you like to volunteer?* check **Data Entry**. If you have questions, please contact [volunteer@chippewanaturecenter.org](mailto:volunteer@chippewanaturecenter.org). A follow-up meeting will take place to determine what projects may fit you best.