

# VOLUNTEER POSITIONS

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***"We believe that appreciation and understanding of the Creator's world of nature, the love of its creatures, and the inspiration we derive from its beauty and perfection constitute a vital phase of life."***

***...Armand Yramategui***

# **ARMAND BAYOU NATURE CENTER**

## **Trail Guide Interpreter**

### **JOB DESCRIPTION:**

Guide weekend visitors on interpretive trail walks through the forest or prairie.

**CONTACT:**     *Staff* – Director of Education                      *Volunteer* – Trail Coordinator

### **PRIMARY RESPONSIBILITIES:**

1. Gather group who has come for the tour.
2. Interpret basic ecological concepts to visitors.
3. Give participants a chance to ask questions.
4. Ensure safety of group.
5. If there are no guests for a hike, be prepared to be a roving interpreter on the Discovery Loop.

### **SECONDARY RESPONSIBILITIES:**

1. Arrive at ABNC 15 minutes before tour time. Check in and out at front desk.
2. Promote ABNC's purposes and benefits of membership.
3. Maintain professional attitude and conduct. Refrain from eating, drinking, chewing gum while on duty.
4. Know location of First Aid Kits, First Aid Policy and Fire Extinguisher.
5. Promptly report accident or injury to a staff member and fill out accident form.
6. Log hours in a prompt, up-to-date fashion.
7. Notify trails coordinator ASAP if you are unable to do your assigned job.

### **SUPPORT AND RESOURCES:**

1. ABNC staff and volunteers.
2. Documents on Volunteer Website.
3. Field guides.

### **QUALIFICATIONS:**

1. Be able to speak before a group.
2. Be able to walk a minimum of 1.5 miles on fairly primitive trails.
3. Be aware of basic ecological concepts.
4. Be knowledgeable about ABNC regulations and membership information.

### **TRAINING:**

1. Attend orientation.
2. Complete appropriate volunteer training.
3. Go with an experienced volunteer until you are comfortable the material.
4. Once you feel ready to lead a hike, contact your Volunteer Coordinator to schedule your first trail interpretation.

### **REQUIREMENTS:**

1. Be an approved adult volunteer.
2. Support the mission statement of ABNC.
3. Wear khaki or ABNC logo shirt and ID name badge.
4. Donate at least four hours of service to ABNC (average) per month.

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## **ARMAND BAYOU NATURE CENTER**

### **Farm House Exhibit Interpreter**

#### **JOB DESCRIPTIONS:**

Provide information and directions to visitors at the Martyn Farm.

**CONTACT:**     *Staff* – Director of Education                     *Volunteer* – Interpretation Coordinator

#### **PRIMARY RESPONSIBILITIES:**

1. Turn the sign at the gate to “Open.”
2. Make sure nothing inappropriate is in sight.
3. Welcome visitors to Martyn Farm and interpret 1895-1910 era to them.
4. Interpret basic ecological concepts to visitors as related to farm life.
5. Give participants a chance to ask questions.
6. Ensure safety of the group.
7. Direct visitors to features of interest such as the garden or pond
8. Upon leaving, turn the sign at gate to “Closed.”

#### **SECONDARY RESPONSIBILITIES:**

1. Arrive at ABNC 15 minutes before tour time. Check in and out at front desk.
2. Promote ABNC’s purposes and benefits of membership.
3. Maintain professional attitude and conduct. Refrain from eating, drinking, chewing gum while on duty.
4. Know location of First Aid Kits, First Aid Policy and Fire Extinguisher.
5. Promptly report accident or injury to a staff member and fill out accident form.
6. Log hours in a prompt, up-to-date fashion.
7. Notify interpretation coordinator ASAP if you are unable to do your assigned job.

#### **SUPPORT AND RESOURCES:**

1. ABNC staff and volunteers
2. Volunteer training
3. Documents on Volunteer Website

#### **QUALIFICATIONS:**

1. Enjoy interacting with people.
2. Be knowledgeable of ABNC regulations and membership information.
3. Be familiar with the layout of the farm and its history.

#### **TRAINING:**

1. Attend orientation.
2. Complete appropriate volunteer training.
3. Watch and listen to an experienced volunteer until you are comfortable with the material.
4. Once you feel ready, contact your Volunteer Coordinator to schedule your first interpretation.

#### **REQUIREMENTS:**

1. Be an approved adult volunteer.
2. Support the mission statement of ABNC.
3. Wear khaki or ABNC logo shirt (or appropriate 1900s outfit) and ID name badge.
4. Donate at least four hours of service to ABNC per month (average).

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# **ARMAND BAYOU NATURE CENTER**

## **Natural History Demonstrators**

### **JOB DESCRIPTION:**

Give weekend visitors visual and specific information about local natural history.

**CONTACT:**     *Staff* – Director of Education     *Volunteer* – Weekend Demonstration Coordinator

### **PRIMARY RESPONSIBILITIES:**

1. Gather materials and equipment needed. Sign out and back in any lab animals, only if you are certified.
2. Be available for continuous demo for the designated period of three hours.
3. Give participants a chance to ask questions.
4. Ensure safety of group.

### **SECONDARY RESPONSIBILITIES:**

1. Arrive at ABNC in time to completely set up and be ready to begin demo. Check in and out at front desk.
2. Promote ABNC's purposes and benefits of membership.
3. Maintain professional attitude and conduct. Refrain from eating, drinking, chewing gum while on duty.
4. Know location of First Aid Kits, First Aid Policy and Fire Extinguisher.
5. Promptly report accident or injury to a staff member and fill out accident form.
6. Log hours in a prompt, up-to-date fashion.
7. Notify weekend demonstration coordinator ASAP if you are unable to do your assigned job.

### **SUPPORT AND RESOURCES:**

1. ABNC staff and volunteers
2. Documents on Volunteer Website
3. Field guides

### **QUALIFICATIONS:**

1. Be able to speak before a group.
2. Be knowledgeable in the subject matter presented.
3. Be aware of basic ecological concepts.
4. Be knowledgeable of ABNC regulations and membership information.

### **TRAINING:**

1. Attend orientation.
2. Complete appropriate volunteer training.
3. Watch and listen to an experienced volunteer until you are comfortable with the material.
4. Once you feel ready, contact your Volunteer Coordinator to schedule your first interpretation.

### **REQUIREMENTS:**

1. Be an approved adult volunteer.
2. Support the mission statement of ABNC.
3. Wear khaki or ABNC logo shirt (or appropriate 1900's outfit) and ID name badge.
4. Donate at least four hours of service to ABNC per month (average).

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## **ARMAND BAYOU NATURE CENTER**

### **Farm Demonstrators**

#### **JOB DESCRIPTION:**

Give weekend visitors visual and specific information about farm life circa 1895-1910.

**CONTACT:**     *Staff* – Director of Education            *Volunteer* – Weekend Demonstration Coordinator

#### **PRIMARY RESPONSIBILITIES:**

1. Gather materials and equipment needed.
2. Set up at the farmhouse or barn area, whichever is more comfortable.
3. Be available for continuous demo for the designated period of three hours.
4. On busy days, the demonstrator might have to help with the farmhouse interpretation.
5. Give participants a chance to ask questions
6. Ensure safety of group

#### **SECONDARY RESPONSIBILITIES:**

1. Arrive at ABNC in time to completely set up and be ready to begin demo. Check in and out at front desk.
2. Promote ABNC's purposes and benefits of membership.
3. Maintain professional attitude and conduct. Refrain from eating, drinking, chewing gum while on duty.
4. Know location of First Aid Kits, First Aid Policy and Fire Extinguisher.
5. Promptly report accident or injury to a staff member and fill out accident form.
6. Log hours in a prompt, up-to-date fashion.
7. Notify weekend demonstration coordinator ASAP if you are unable to do your assigned job.

#### **SUPPORT AND RESOURCES:**

1. ABNC staff and volunteers
2. Documents on Volunteer Website
3. Field guides

#### **QUALIFICATIONS:**

1. Be able to speak before a group.
2. Be knowledgeable in the subject matter presented.
3. Be aware of basic ecological concepts.
4. Be knowledgeable of ABNC regulations and membership information.

#### **TRAINING:**

1. Attend orientation.
2. Complete appropriate volunteer training.
3. Watch and listen to an experienced volunteer until you are comfortable with the material.
4. Once you feel ready, contact your Volunteer Coordinator to schedule your first interpretation.

#### **REQUIREMENTS:**

1. Be an approved adult volunteer.
2. Support the mission statement of ABNC.
3. Wear khaki or ABNC logo shirt (or appropriate 1900s outfit) and ID name badge.
4. Donate at least four hours of service to ABNC per month (average).

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# ARMAND BAYOU NATURE CENTER

## Weekday Instructors

### **JOB DESCRIPTION:**

Instruct weekday children's eco classes.

**CONTACT:**     *Staff* – Director of Education             *Volunteer* – Weekday Outdoor Education Coordinator

### **PRIMARY RESPONSIBILITIES:**

1. Be knowledgeable and have experience with local wildlife, flora, and fauna.
2. Have the ability to share effectively information with audiences of all ages.
3. Be able to accept responsibility and work in an independent and organized manner.
4. Be flexible and interact cooperatively with other staff and volunteers.
5. Be aware of the needs and concerns of children and adults and respond appropriately.
6. Have excellent communication skills
7. Have transportation and good driving record (insurable), if doing outreaches.
8. Be able to lift moderate weights, handle trunks, and related equipment.
9. Promote the mission of ABNC.

### **SECONDARY RESPONSIBILITIES:**

1. Sign up through the Education Office and be dependable.
2. Arrive 30 minutes in advance of program to gather materials and set up. Be prepared to clean up and return materials used at the end of the program.
3. Keep your training and certifications current. If you need a refresher or it is determined that you need additional instruction on a particular topic, contact education department personnel for that help.
4. Safety, safety, safety! Watch where you put your hands and feet! Advise visitors of the same. Our utmost concern is the safety of the visitor.
5. Be actively engaged in the program assisting wherever needed.
6. Engage chaperones so they are a part of the program.
7. Log hours promptly.
8. Notify Education Office or Volunteer Coordinator if you are not able to fulfill your assigned duties in a timely manner so that a substitute may be found.

### **SUPPORT AND RESOURCES:**

1. ABNC staff and volunteers
2. Documents on Volunteer Website
3. Field guides

### **QUALIFICATIONS:**

1. Enjoy working with children.
2. Be knowledgeable about the subject matter.
3. Be aware of basic ecological concepts.
4. Knowledgeable of ABNC regulations.
5. Be knowledgeable of the curriculum goals of ABNC.

### **TRAINING:**

1. Attend orientation.
2. Complete appropriate volunteer training.
3. Watch and listen to an experienced teacher until you are comfortable with the material.
4. Once you feel ready, contact your Volunteer Coordinator to schedule a review of your readiness.

### **REQUIREMENTS:**

1. Be an approved adult volunteer.
2. Support the mission statement of ABNC.
3. Wear khaki or ABNC logo shirt and ID name badge.
4. Donate at least four hours of service to ABNC per month (average).

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# **ARMAND BAYOU NATURE CENTER**

## **Outreach**

### **JOB DESCRIPTION:**

Take ABNC's educational offerings off-site, share information about ABNC with the public through booths and exhibits.

### **CONTACT:**

*Staff* – Director of Education

*Volunteer* – Outreach Coordinator

### **PRIMARY RESPONSIBILITIES:**

1. Gather materials and equipment needed. Sign out lab animals, if certified.
2. Arrive at outreach site in time to set up and have booth or program ready.
3. Greet booth exhibit visitors promptly and courteously.
4. Give participants a chance to ask questions. If you do not know the answer, ask for their phone number or email address to get back to them with an answer.
5. Ensure safety of group.

### **SECONDARY RESPONSIBILITIES:**

1. Promote ABNC's purposes and benefits of membership.
2. Maintain professional attitude and conduct. Refrain from eating, drinking, chewing gum while on duty.
3. Know location of First Aid Kits, First Aid Policy and Fire Extinguisher.
4. Promptly report accident or injury to a staff member and fill out accident form.
5. Log hours in a prompt, up-to-date fashion.
6. Notify outreach coordinator ASAP if you are unable to do your assigned job.

### **SUPPORT AND RESOURCES:**

1. ABNC staff and volunteers
2. Documents on Volunteer Website
3. Field guides
4. ABNC brochures and flyers

### **QUALIFICATIONS:**

1. Enjoy working with children and the public.
2. Be able to interact with the public in a cheerful and courteous manner.
3. Be knowledgeable of the subject matter.
4. Be knowledgeable of ABNC regulations and membership information.

### **TRAINING:**

1. Attend orientation.
2. Complete appropriate volunteer training.
3. Watch and listen to an experienced volunteer until you are comfortable with the material.
4. Once you feel ready, contact your Volunteer Coordinator to schedule a review of your readiness.

### **REQUIREMENTS:**

1. Be an approved adult volunteer.
2. Support the mission statement of ABNC.
3. Wear khaki or ABNC logo shirt and ID name badge.
4. Donate at least four hours of service to ABNC per month (average).

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## **ARMAND BAYOU NATURE CENTER**

### **Weekend Greeter**

**JOB DESCRIPTION:** Provide information and welcome visitors on weekends.

**CONTACT:**     *Staff* – Director of Education                      *Volunteer* – Weekend Education Coordinator

**PRIMARY RESPONSIBILITIES:**

1. Arrive at ABNC in time to assume post at the designated time.
2. Direct visitors to features of interest, including gift shop items.
3. Distribute maps and help orient visitors, provide directions to the restrooms and drinking fountains.
4. Share information about the trail conditions and demos.
5. Relieve front desk personnel if necessary for phone calls, etc.

**SECONDARY RESPONSIBILITIES:**

1. Promote ABNC's purposes and benefits of membership.
2. Maintain professional attitude and conduct. Refrain from eating, drinking, chewing gum while on duty.
3. Know location of First Aid Kits, First Aid Policy and Fire Extinguisher.
4. Promptly report accident or injury to a staff member and fill out accident form.
5. Log hours in a prompt, up-to-date fashion.
6. Notify weekend education coordinator ASAP if you are unable to do your assigned job.

**SUPPORT AND RESOURCES:**

1. ABNC staff and volunteers
2. Documents on Volunteer Website
3. Field guides
4. ABNC brochures and flyers

**QUALIFICATIONS:**

1. Enjoy interacting with people.
2. Be familiar with field guides.
3. Be aware of the layout of the trails.
4. Be knowledgeable of ABNC regulations and membership information.

**TRAINING:**

1. Attend orientation.
2. Complete appropriate volunteer training.
3. Watch and listen to an experienced teacher until you are comfortable with the material.
4. Once you feel ready, contact your Volunteer Coordinator to schedule a review of your readiness

**REQUIREMENTS:**

1. Be an approved adult volunteer.
2. Support the mission statement of ABNC.
3. Wear khaki or ABNC logo shirt and ID name badge.
4. Donate at least four hours of service to ABNC per month (average).

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## **ARMAND BAYOU NATURE CENTER**

### **Stewardship**

#### **JOB DESCRIPTION:**

Provide special assistance to ABNC by participating in preserve/wildlife habitat management and restoration.

**CONTACT:**    *Staff* – Stewardship Coordinator    *Volunteer* – Stewardship Coordinator

#### **PRIMARY RESPONSIBILITIES:**

1. Arrive at ABNC on time for specific job.
2. Gather materials and equipment needed.
3. Assist implementation of management and restoration strategies for marsh, prairie, and forest.
4. Assist in miscellaneous projects assigned by the Stewardship Coordinator
5. Abide by safety guidelines from staff.

#### **SECONDARY RESPONSIBILITIES:**

1. Know location of First Aid Kits, First Aid Policy and Fire Extinguisher.
2. Promptly report accident or injury to a staff member and fill out accident form.
3. Log hours in a prompt, up-to-date fashion.

#### **SUPPORT AND RESOURCES:**

1. ABNC staff and volunteers
2. Documents on Volunteer Website
3. Field guides

#### **QUALIFICATIONS:**

1. Be knowledgeable of tools needed for the job.
2. Be aware of safety procedures for use of tools and equipment.
3. Be able to work out of doors under Texas climate conditions.
4. Be knowledgeable of ABNC regulations.

#### **TRAINING:**

1. Attend orientation.
2. Complete appropriate volunteer training.
3. Attend appropriate specific training as offered and needed.

#### **REQUIREMENTS:**

1. Be an approved adult volunteer.
2. Support the mission statement of ABNC.
3. Donate at least four hours of service to ABNC per month (average).

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## **ARMAND BAYOU NATURE CENTER Facilities**

**JOB DESCRIPTION:** Provide building, equipment, and grounds maintenance and repairs.

**CONTACT:**     *Staff* – Stewardship Coordinator                    *Volunteer* – Facilities Coordinator

**PRIMARY RESPONSIBILITIES:**

1. Arrive at ABNC on time for specific job.
2. Gather materials and equipment needed.
3. Assist in maintenance of existing facilities as needed.
4. Assist in grounds maintenance and repairs such as landscaping and trails.
5. Assist in setup, preparation, and cleanup for daily and annual events.
6. Assist in miscellaneous projects assigned by the Stewardship Coordinator
4. Abide by safety guidelines from staff.

**SECONDARY RESPONSIBILITIES:**

1. Know location of First Aid Kits, First Aid Policy, and Fire Extinguisher.
2. Promptly report accident or injury to a staff member and fill out accident form.
3. Log hours in a prompt, up-to-date fashion.

**SUPPORT AND RESOURCES:**

1. ABNC staff and volunteers
2. Documents on Volunteer Website

**QUALIFICATIONS:**

1. Be knowledgeable of tools needed for the job.
2. Be aware of safety procedures for use of tools and equipment.
3. Be able to work out of doors under normal Texas climate conditions.
4. Be knowledgeable of ABNC regulations.

**TRAINING:**

1. Attend orientation.
2. Complete appropriate volunteer training.
3. Attend appropriate specific training as offered and needed.

**REQUIREMENTS:**

1. Be an approved adult volunteer.
2. Support the mission statement of ABNC.
3. Donate at least four hours of service to ABNC per month (average).

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## **ARMAND BAYOU NATURE CENTER**

### **Animal Keeper Assistant**

**JOB DESCRIPTION:** Assist in the proper care and husbandry of all captive animals at ABNC.

**CONTACT:**     *Staff* – Animal Care Specialist                     *Volunteer* – N/A

**PRIMARY RESPONSIBILITIES:**

1. Arrive at ABNC on time for specific job.
2. Know where lab equipment and supplies are kept.
3. Assist in cleaning and organizing the lab and equipment.
4. Assist in miscellaneous jobs assigned by the Animal Care Specialist.
5. Abide by safety guidelines determined by staff.

**SECONDARY RESPONSIBILITIES:**

1. Know location of First Aid Kits, First Aid Policy, and Fire Extinguisher.
2. Promptly report accident or injury to a staff member and fill out accident form.
3. Log hours in a prompt, up-to-date fashion.
4. Notify appropriate staff ASAP if you are unable to do your assigned job.

**SUPPORT AND RESOURCES:**

1. ABNC staff and volunteers
2. Documents on Volunteer Website
3. Field guides

**QUALIFICATIONS:**

1. Have a desire to work closely with live animals.
2. Be physically able to do all parts of animal keeper job, lifting, bending carrying etc..
3. Be knowledgeable of ABNC regulations.

**TRAINING:**

1. Attend orientation.
2. Complete appropriate volunteer training.
3. Be trained in emergency snakebite procedures.
4. Attend any special training required by Animal Care Specialist.

**REQUIREMENTS:**

1. Be an approved adult volunteer.
2. *Must be certified as an Animal Handler.*
3. Support the mission statement of ABNC.
4. Donate at least four hours of service to ABNC per month (average).

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## **ARMAND BAYOU NATURE CENTER**

### **Guardians of the Gardens**

#### **JOB DESCRIPTION:**

Provide special assistance to ABNC by participating in maintenance of the various demonstration gardens.

**CONTACT:**     *Staff* – Volunteer Coordinator                      *Volunteer* – Gardening Coordinator

#### **PRIMARY RESPONSIBILITIES:**

1. Arrive at ABNC on time for specific job.
2. Gather materials and equipment needed.
3. Assist in management of various gardens.
4. Assist in miscellaneous projects assigned by the Volunteer Coordinator
5. Abide by safety guidelines by staff.

#### **SECONDARY RESPONSIBILITIES:**

1. Know location of First Aid Kits, First Aid Policy and Fire Extinguisher.
2. Promptly report accident or injury to a staff member and fill out accident form.
3. Log hours in a prompt, up-to-date fashion.

#### **SUPPORT AND RESOURCES:**

1. ABNC staff and volunteers
2. Documents on Volunteer Website
3. Field guides – gardening and wildflower books

#### **QUALIFICATIONS:**

1. Be knowledgeable of tools needed for the job.
2. Be knowledgeable of gardening in general
3. Be aware of safety procedures for use of tools and equipment.
4. Be able to work out of doors under Texas climate conditions.
5. Be knowledgeable of ABNC regulations.

#### **TRAINING:**

1. Attend orientation.
2. Complete appropriate volunteer training.
3. Attend appropriate, specific training as offered and needed.

#### **REQUIREMENTS:**

1. Be an approved adult volunteer.
2. Support the mission statement of ABNC.
3. Donate at least four hours of service to ABNC per month (average).

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