

# ARIZONA CENTER *for* NATURE CONSERVATION

## at South Mountain Park

### Volunteer Positions

#### **Youth Program Volunteer**

**General Statement:** As a Youth Program Volunteer, help guide children ages 5 – 18 years through educational activities that relate to science, nature and other topics around South Mountain. Topics may include: Surface temperature measurements, bird habitat charting, biofacts and biomimicry, people and nature, watersheds and water pathways, observations around South Mountain, basic geology, mining, petroglyphs, photosynthesis and ecosystems services.

**Shift Specifics:** Shifts are typically 2.5 – 3 hours as programs are scheduled. Available shifts are Wednesday through Saturday typically in the morning and some Friday evenings.

#### **Essential Duties:**

1. Facilitate science-based educational activities for youth during field trips and family programs.
2. Assist with set-up and clean-up for educational programs.
3. Participate in on-going training activities to learn new activities and program topics as they are developed and offered to the public.

#### **Training Requirements:**

1. You will be provided with an overview of the South Mountain Environmental Education Center facility, philosophy, and activities.
2. You will be provided with training in the Guidelines for Excellence in Environmental Education.
3. You will be provided with any specific knowledge and skill requirements related to assigned tasks.

#### **Qualifications:**

1. Ability to provide excellent guest service.
2. Ability to communicate with all age levels through good listening skills, friendliness, enthusiasm, positive attitude and humor.
3. Ability to work in a team environment.
4. Ability and eagerness to learn new activities to facilitate to various ages.

## **Administrative Assistant Volunteer**

**General Statement:** As an Administrative Assistant Volunteer you'll work closely with the SMEEEC Education Manager to help manage records and materials for SMEEEC as well as conduct computer research to assist with program development, answering frequently asked guest questions and assist with the preparation of program materials.

**Shift Specifics:** Shifts are typically 4 - 6 hours, year round. Available shifts are Wednesdays through Saturdays between 8 a.m. and 2 p.m.

### **Essential Duties:**

1. Assist with documentation and record keeping, including photos of program activities and events.
2. Assist with set up, clean up and organization of center materials and resources.
3. Assist with preparation of materials and graphics, including promotional and program materials.
4. Assist with research and collection of materials for reference and program preparation.
5. Assist with gift shop sales and various projects as time, skills and interests allow.

### **Training Requirements:**

1. You will be provided with an overview of the South Mountain Environmental Education Center facility, philosophy, and activities.
2. You will be provided with any specific knowledge and skill requirements related to assigned tasks.

### **Qualifications:**

1. Ability to provide excellent guest service.
2. Ability to communicate with all age levels through good listening skills, friendliness, enthusiasm, positive attitude and humor.
3. Ability to work in a team environment.
4. Computer skills, including ability to work with graphics, are necessary

## **SMEEC Adult Program Volunteer**

**General Statement:** As an Adult Program Volunteer, help guide participants ages 15 years and up through educational and citizen science activities that relate to science, nature and other topics around South Mountain. Topics may include: Microclimates, people and nature, basic geology, mining, petroglyphs, ecosystems services, and vegetation, animal and habitat surveys.

**Shift Specifics:** Shifts are typically 2.5 – 3 hours as programs are scheduled. Available shifts are Friday evenings and Saturdays during the day.

### **Essential Duties:**

1. Facilitate educational activities for ages 15 years and up.
2. Assist with set-up and clean-up for programs and activities.
3. Participate in on-going training activities to learn new activities and program topics as they are developed and offered to the public.
4. Assist with the development of new activities for adult programs.

### **Training Requirements:**

1. You will be provided with an overview of the South Mountain Environmental Education Center facility, philosophy, and activities.
2. You will be provided with any specific knowledge and skill requirements related to assigned tasks.

### **Qualifications:**

1. Ability to provide excellent guest service.
2. Ability to communicate with all age levels through good listening skills, friendliness, enthusiasm, positive attitude and humor.
3. Ability to work in a team environment.
4. Ability and eagerness to learn new activities to facilitate to various ages.

## **Early Childhood Program Volunteer**

**General Statement:** As an Early Childhood Program Volunteer, help guide children ages 3 – 5 years through educational activities that relate to nature and play, and are developmentally appropriate. Example activities include songs, storybook reading, arts, nature play, and sensory stations.

**Shift Specifics:** Shifts are typically 2.5 – 3 hours as programs are scheduled. Available shifts are Wednesday and Saturday mornings.

### **Essential Duties:**

1. Facilitate educational activities for children ages 3 – 5 years.
2. Assure the safety of children during assigned programs.
3. Set-up and clean-up for early childhood educational programs.
4. Participate in on-going training activities to learn new activities and program topics as they are developed and offered to the public.
5. Assist with the development of new activities for early childhood programs.

### **Training Requirements:**

1. You will be provided with an overview of the South Mountain Environmental Education Center facility, philosophy, and activities.
2. You will be provided with training in the Guidelines for Excellence in Early Childhood Environmental Education.
3. You will be provided with any specific knowledge and skill requirements related to assigned tasks.

### **Qualifications:**

1. Ability to provide excellent guest service.
2. Ability to communicate with all age levels through good listening skills, friendliness, enthusiasm, positive attitude and humor.
3. Ability to work in a team environment.
4. Ability and eagerness to learn new activities to facilitate to various ages.

## **Front Desk Administration and Greeter Volunteer**

**General Statement:** As a Front Desk Administrator and Greeter you'll welcome guests into SMEEEC, engage guests in brief educational activities and help guide their visit to South Mountain Park. As time allows these volunteers also assist with gift shop sales and facilitate various projects based upon skills and interest.

**Shift Specifics:** Shifts are typically 4 - 6 hours, year round. Available shifts are Wednesdays through Saturdays between 8 a.m. and 2 p.m.

### **Essential Duties:**

1. Greet guests and welcome them to SMEEEC.
2. Engage guests in conversation to discern how you can best meet their needs and interests for their park visit.
3. Engage guests in learning experiences through the use of exhibits, biofacts and additional resources.
4. Inform guests of programs at SMEEEC that align with their interests.
5. Assist with gift shop sales and various projects as time, skills and interests allow.

### **Training Requirements:**

1. You will be provided with an overview of the South Mountain Environmental Education Center facility, philosophy, and activities.
2. You will be provided with any specific knowledge and skill requirements related to assigned tasks, including operation of cash register, and database entry for tracking visitors.

### **Qualifications:**

1. Ability to provide excellent guest service.
2. Basic knowledge of South Mountain trails and park ecosystem.
3. Ability to communicate with all age levels through good listening skills, friendliness, enthusiasm, positive attitude and humor.
4. Ability to work in a team environment.
5. Ability and eagerness to learn new activities to facilitate to various ages.