

# 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 or support these activities as needed. 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 – 3.5 hours, as programs are scheduled. Youth programs occur on Wednesday through Saturday, typically in the morning or early afternoon.

#### **Essential Duties:**

1. With training and support, facilitate our 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 SMEEC Education Manager to help manage administrative tasks at SMEEC. These tasks may include computer research, assisting with material preparations, assisting with gift shop retail operations, assisting with funding requests, ,and record keeping, and documentation through both notes, photography, and video.

**Shift Specifics:** Shifts are typically 4 - 6 hours, year-round, during SMEEC hours of operation Wednesdays through Sundays. Some independent work can also occur on one's own schedule.

### **Essential Duties:**

1. Assist with documentation and record keeping, including photos of program activities and events.
2. Assist with organization and inventory of center materials and resources.
3. Assist with research and collection of materials for reference and funding requests.
4. Assist with writing of program materials, training scripts, and funding narratives.
5. Assist with gift shop operations.
6. Assist with 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 are necessary.

## **SMEEC Adult Program Volunteer**

**General Statement:** As an Adult Program Volunteer, participate in Citizen/Community Science data collections around SMEEC, as well as support other participants ages 15 years and up in our educational and citizen science activities. Topics may include: Microclimates, people and nature, basic geology, mining, petroglyphs, ecosystems services, vegetation, native pollinator plant gardening, and animal and habitat surveys.

**Shift Specifics:** Shifts are typically 2.5 – 5 hours as programs are scheduled, typically Wednesday evenings, and Saturday mornings, afternoons, and evenings. Some independent work can also occur on one's own schedule.

### **Essential Duties:**

1. With training and support, facilitate educational activities for ages 15 years and up.
2. Assist with set-up and clean-up for programs and activities.
3. Participate in our citizen/community science data collection activities, as a way of supporting this program.
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 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 and skills.
5. Ability to responsibly handle equipment and collect data.

## **SMEEC Adult Program Volunteer – Astronomy Club**

**General Statement:** As an Adult Program Volunteer with the South Mountain Astronomy Club, participate in operations of the Optical Deep Space Imaging System, manage astronomy club responsibilities, and support other participants ages 15 years and up in our Astronomy Club programming.

**Shift Specifics:** Shifts are typically 2.5 – 5 hours as programs are scheduled, typically Wednesday and Saturday evenings.

### **Essential Duties:**

1. Assist with set-up, facilitation and clean-up for astronomy programs and activities.
2. With training and support, participate in operation of the Optical Deep Space Imaging System.
3. Assist with administration of the South Mountain Astronomy Club.
4. Participate in on-going training activities to continue learning.
5. Support mentorship and education of 15-25 year-olds participating in the South Mountain Astronomy Club.

### **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 and skills.
5. Ability to responsibly handle equipment.

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

**General Statement:** As a Front Desk Administrator and Greeter you'll welcome guests into SMEEC, 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 Sundays, during our hours of operation.

### **Essential Duties:**

1. Greet guests and welcome them to SMEEC.
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 SMEEC 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.
6. Preference for strong working knowledge of outdoor desert hiking, and of our South Mountain trail system.