

VOLUNTEER JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Wildlife Gallery Attendant	DIRECT SUPPORTS:	Curator of Wildlife, Associate Curator of Visitor and Volunteer Engagement
DEPARTMENT:	Wildlife	DIRECTLY SUPPORTS:	N/A

VOLUNTEER JOB SUMMARY

Wildlife Gallery Attendants are entry-level interpreters who work to connect museum visitors to the welfare, natural history, and conservation of animals in exhibit habitats while stationed at one of four areas: Birds of Prey, Otters, Mammals, or Desertarium. Attendants may utilize Biofact carts and established rubrics to casually engage guests based on their interests, while also helping to keep humans and animals safe by monitoring behavior in assigned areas. Volunteers deliver information about the histories of individual animals, make the public aware of our high standards of animal care, answer visitor questions, assist with wayfinding, and more.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

80%	<p>Daily Programs</p> <ul style="list-style-type: none"> ● <i>Casual interpretation at assigned area (Birds of Prey, Otters, Mammals, Desertarium) for 3 hour shifts one day or more per week</i> ● <i>Utilizes and cares for interpretive kits and Biofacts to help interpret biology and natural history using curator-created lesson plans based on visitor interest</i> ● <i>Interprets and responds to visitor questions about the individual histories, care, and welfare of animals living in exhibit habitats</i> ● <i>Keeps people and animals safe by redirecting or correcting human behavior (tapping on glass, making loud noises, throwing objects into habitats, climbing on rocks, etc..) in a positive and friendly manner by interpreting the needs of animals living in exhibit habitats</i> ● <i>Collaborates with museum curators on the development of new programs and actively engages in coaching processes</i>
10%	<p>Research and Training</p> <ul style="list-style-type: none"> ● <i>Attends required trainings on interpretive techniques and content</i> ● <i>Reads assigned materials and self-educates to stay current on content and issues relevant to the wildlife of the High Desert region</i> ● <i>Works with curators to update presentations when new information is added</i>
5%	<p>Computer Use</p> <ul style="list-style-type: none"> ● <i>Self-schedules and tracks time utilizing Galaxy software</i>
5%	<p>Additional Duties</p> <ul style="list-style-type: none"> ● <i>Complies with all Museum policies, procedures, and safety regulations.</i> ● <i>Embraces, supports, and helps implement the Museum's continued learning and commitment to diversity, equity, accessibility, and inclusion</i>

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS

- N/A

EXPERIENCE

- No previous experience necessary

SKILLS/ ABILITIES

- Comfortable with public speaking to individuals or small groups
- Willingness to become a Certified Interpretive Guide through museum provided training at the first available opportunity

PHYSICAL ELEMENTS

- Ability to perform physical tasks including but not limited to, lifting 20 pounds, moderate walking, periods of standing 30 minutes or longer, and walking outside in weather conditions typical of Central Oregon

EQUIPMENT USE

- Some computer use

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above volunteer job description in its entirety and am capable of performing all of the stated requirements.

Employee Name _____