

VOLUNTEER JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Wildlife Special Projects	DIRECT SUPPORTS:	Curator of Wildlife, Senior Wildlife Specialist
DEPARTMENT:	Wildlife	DIRECTLY SUPPORTS:	N/A

VOLUNTEER JOB SUMMARY

Wildlife Special Projects volunteers are individuals with specialized skills or interests who wish to contribute to the Wildlife Department in unique ways. These positions are highly variable but may include landscaping work, painting, care of the Wildlife vegetable and pollinator gardens, carpentry projects, crafts, or construction of equipment for taking care of animals who live at the museum. Special projects volunteers may also assist wildlife staff with events, or in some cases may have an interpretive role separate from other volunteers. Each position is tailored to the skills and interests of the applicant and the needs of the department.

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

90%	Wildlife Projects <ul style="list-style-type: none">• Collaborates with Wildlife staff to identify departmental needs and areas of focus• Uses basic hand tools to accomplish assigned tasks following all museum established safety guidelines• Tasks may include but are not limited to painting, light construction, landscaping, gardening, crafting, etc....• May work at the museum or from home depending on project
5%	Computer Use <ul style="list-style-type: none">• Self-schedules and tracks time using Galaxy software
5%	Other Duties <ul style="list-style-type: none">• Complies with all Museum policies, procedures, and safety regulations.• Embraces, supports, and helps implement the Museum's continued learning and commitment to diversity, equity, accessibility, and inclusion

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS

- N/A

EXPERIENCE

- N/A

SKILLS/
ABILITIES

- Ability to perform physical tasks including but not limited to, lifting fifty pounds, carrying, stooping, bending, extensive walking, crawling, climbing, and working outside

PHYSICAL
ELEMENTS

- Ability to work inside and outside in normal weather conditions typical of Central Oregon

EQUIPMENT
USE

- Occasional computer use
- Other tools as appropriate to project

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
