

# VOLUNTEER JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

<b>JOB TITLE:</b>	High Desert Ranger Station Volunteer	<b>DIRECT SUPPORTS:</b>	Curator of Natural History; Associate Curator of Visitor and Volunteer Engagement
<b>DEPARTMENT:</b>	Natural History	<b>DIRECTLY SUPPORTS:</b>	N/A

## JOB SUMMARY

Volunteers at the High Desert Ranger Station open and close the building, raise the flag when open, make sure displays are clean and available to guests, prepare and deliver information about the historic building, the role of the US Forest Service in the high desert, and provide information about forest management and ecosystems in the current era. Guests include all ages who arrive on a sporadic basis throughout the day.

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

<b>75%</b>	<b>Interpretation</b> <ul style="list-style-type: none"> <li>• <i>Guest information on forests and US Forest Service in the high desert</i></li> </ul>
<b>10%</b>	<b>Cleaning and Maintenance</b> <ul style="list-style-type: none"> <li>• <i>Daily cleaning and maintenance of displays</i></li> </ul>
<b>10%</b>	<b>Information for Guests</b> <ul style="list-style-type: none"> <li>• <i>Assist guests who may be seeking campground or trails information</i></li> </ul>
<b>5%</b>	<b>Additional Duties</b> <ul style="list-style-type: none"> <li>• <i>Refer guests with questions about indigenous forest use to Museum</i></li> <li>• <i>Include the role of women in the US Forest Service</i></li> <li>• <i>Welcome guests who may arrive during fund-raising events and free days</i></li> <li>• <i>Other duties as assigned</i></li> </ul>

## QUALIFICATIONS

<b>EDUCATION/ CERTIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Work or academic knowledge of US Forest Service</li> <li>• Work or knowledge of high desert forest ecosystems</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Meeting with the public</li> <li>• Outdoor recreation experience</li> <li>• Forest management positions in resource management agencies</li> <li>•</li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• Public speaking and teaching</li> <li>• Speak with all ages of guests</li> <li>• Working with historic artifacts and natural resource equipment</li> <li>• Keep items clean and functioning</li> </ul>
<b>PHYSICAL ELEMENTS</b>	<ul style="list-style-type: none"> <li>• This position involves extended periods of seated or standing desk work</li> </ul>
<b>EQUIPMENT USE</b>	<ul style="list-style-type: none"> <li>• Log-in on museum time-keeping computer system</li> </ul>

**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.*

---

Volunteer Name

---

Signature

---

Date