

VOLUNTEER JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

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

JOB SUMMARY

Volunteers at the High Desert Ranger Station interpret the history of U.S. Forest Service, the National Forest System, and the historic 1933 Ranger Station building. Ranger Station volunteers typically work alone and perform their entire shift in the station building. The Ranger Station is located adjacent to the main Museum building and receives fewer visitors, so this position is ideal for volunteers who prefer one-on-one conversations with visitors, deeper historical interpretation, and time to read between visitors. Guests to the Ranger Station include all ages who arrive on a sporadic basis throughout the day.

Ranger Station volunteers are not required to have current or prior affiliation with the U.S. Forest Service. The Ranger Station is open weekends from Memorial Day to June 30 and daily July 1 through Labor Day, 10:00 am – 3:00pm. Volunteer shifts are typically one day per week, 10:00 am – 3:00 pm.

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

80%	Interpretation <ul style="list-style-type: none">Engage with guests on the history of the 1933 Ranger Station, the USFS National Forest System, and the role of fire in the High Desert landscape.Participate in annual or seasonal trainings delivered by staff about interpretation best practices.Read documents and histories related to the history of the U.S. Forest Service, the Ranger Station building, and the historical management of fire across the National Forest System.
10%	Daily Maintenance and Cleaning <ul style="list-style-type: none">Open and close the Ranger Station building. Duties include collecting the key from the main Museum hall, placing the sandwich board outside, raising and lowering the flag, making sure displays are clean and available to guests, and periodically sweeping or tidying the Ranger Station.
10%	Information for Guests <ul style="list-style-type: none">Assist guests who may be seeking additional information about the High Desert Museum, nearby campgrounds, or trails information

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none">Previous work, research, or interest in learning the history of the U.S. Forest Service and the National Forest System.Previous work, research, or interest in learning the historical role of wildfire and prescribed burns within the region's forests.Previous work or knowledge of the High Desert's forest ecosystems.
EXPERIENCE	<ul style="list-style-type: none">Experience engaging with the public, including adults and children.Outdoor recreation experience.
SKILLS/	<ul style="list-style-type: none">Comfort with public speaking, teaching, or interpretation.

ABILITIES

- Comfort engaging with visitors who represent various ages, backgrounds, ethnicities, and interests that may vary from your own.
- An interest in learning new scientific information, particularly as it relates to the role of fire in the region’s forested ecosystems.
- Comfort handling historic artifacts.

PHYSICAL ELEMENTS

- This position involves extended periods of seated or standing desk work.
- Ability to lift and move the sandwich board, which weighs less than 10lbs.
- Ability to walk between the Museum’s main building and the Ranger Station.
- Ability to raise and lower the flag.
- During the summer months, the Museum may experience extreme smoke or heat conditions. While the Ranger Station typically remains cool throughout the day, there is no electricity or air conditioning in the building. The Museum will close the Station if conditions reach dangerous levels.

EQUIPMENT USE

- Volunteers are required to use Volgistics, which is an online volunteer scheduling and management system.
- Communicate with staff using a radio on a case-by-case basis.

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