

# VOLUNTEER JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

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

## VOLUNTEER JOB SUMMARY

Teen Wildlife Gallery Attendants are interpreters who work to connect museum visitors to the welfare, natural history, and conservation of animals in our care while stationed at one of four areas: Birds of Prey, Otters, Mammals, or Desertarium. These volunteers utilize biofact carts and activities to casually engage audiences 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)

<b>80%</b>	<p><b>Daily Programs</b></p> <ul style="list-style-type: none"> <li>● <i>Informal interpretation shifts at selected areas (Birds of Prey, Otters, Mammals, Desertarium). Each shift is 9:00 AM to 1:00 PM</i> <ul style="list-style-type: none"> <li>○ <i>one or more weekday shifts from June 15<sup>th</sup> to August 19<sup>th</sup></i></li> <li>○ <i>9:00 to 9:30 AM pre-shift and 12:30 to 1:00 PM post-shift evaluation meetings every shift</i></li> <li>○ <i>9:30 AM to 12:30 PM interpretation at galleries with one area change at 11:00 AM</i></li> </ul> </li> <li>● <i>Utilizes and cares for interpretive kits and biofacts to help interpret biology and natural history using curator-created activities based on visitor interest</i></li> <li>● <i>Interprets and responds to visitor questions about the individual histories, care, and welfare of animals living in exhibit habitats</i></li> <li>● <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></li> <li>● <i>Collaborates with museum staff on the development of new programs and actively engages in coaching processes</i></li> </ul>
<b>10%</b>	<p><b>Research and Training</b></p> <ul style="list-style-type: none"> <li>● <i>Attends required trainings</i></li> <li>● <i>Reads any assigned materials and self-educates to stay current on content and issues relevant to the wildlife of the High Desert region</i></li> <li>● <i>Works with curators to update interpretation when new information is added</i></li> </ul>

<b>5%</b>	<b>Computer Use</b> <ul style="list-style-type: none"> <li>• <i>Self-schedules and tracks time in Volgistics volunteer database</i></li> </ul>
<b>5%</b>	<b>Additional Duties</b> <ul style="list-style-type: none"> <li>• <i>Complies with all Museum policies, procedures, and safety regulations.</i></li> <li>• <i>Embraces, supports, and helps implement the Museum's continued learning and commitment to diversity, equity, accessibility, and inclusion</i></li> </ul>

**QUALIFICATIONS**

EDUCATION/ CERTIFICATIONS
EXPERIENCE
SKILLS/ ABILITIES
PHYSICAL ELEMENTS
EQUIPMENT USE

- N/A
- No previous experience necessary
- Comfortable with public speaking to individuals or small groups
- 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
- Must be 11 years of age or older by first shift
- Frequent use of biofacts
- 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.*

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Employee Name \_\_\_\_\_