

TYLER ARBORETUM POLLINATOR PRESERVE VOLUNTEER JOB DESCRIPTION (Guides and Gardeners)

PURPOSE OF SERVICE: The plantings at the Pollinator Preserve demonstrates both beauty and function while providing opportunities for our visitors to observe, question, share, engage and learn. This area serves to illustrate the interdependence and relationships of native plants and insects, life cycles, flower shapes, conservation, and both predatory and beneficial insects.

1. To support the day-to-day needs of the Pollinator Preserve through garden maintenance and interpretive tours.
2. Guides are to engage visitors in a manner that is welcoming, positive and educational.
3. Guides help the public see and understand the plant and insect relationships. This includes our native butterflies and the selected moth(s), along with all garden insects and the important role insects have in our environment.
4. Gardeners will be cognizant of the needs of the insects and birds as they care for the plants in the Pollinator Preserve.

QUALIFICATIONS/SKILLS:

1. Guides: available to volunteer from late spring through early fall. A minimum of 8-10 hours per month is required during the busiest season (July and August), with less hours required in May, June, September and October. Training on insect life cycles, plant attributes, and the insects frequenting the Pollinator Preserve will be provided.
2. Guides: encourage visitors to get involved in Citizen Science project(s) in the garden.
3. Guides: Must be people oriented and enjoy engaging with diverse volunteers and visitors including children
4. Gardeners: available to volunteer April through November at selected times. A minimum of 6-8 hours per month is required during the busiest months (May, June, September, October).
5. Good health with ability to stand, walk and/or stoop for 2 hours at one time.
6. Have an email account that is checked on a regular basis (daily preferred).

TYPICAL GUIDE ASSIGNMENTS: Provide engaging tours of the Pollinator Preserve including the life cycle of lepidoptera and other insect, the relationships between plant and insect, nectar and pollinator plants and general information about Tyler Arboretum. This may include using props when appropriate. Maintain attendance numbers. Document status following each shift in the binder provided. Ensure caterpillars in rearing cages have ample food and cages are clean. Return supplies to the locked cabinet at end of shift/day.

TYPICAL GARDENER ASSIGNMENTS: Planting, weeding, mulching, watering, deadheading, pruning and labeling of plants.

EXPECTATIONS:

1. Sign-up for work days using Sign Up Genius and report as scheduled. If you are unable to keep your commitment, delete your sign-up. Notify the supervisor if your cancellation is within 24 hours of your commitment.
2. Have a mobile phone or Tyler radio available in case of an emergency.
3. When volunteering as a guide, dress for presenting to the general public: wear a Tyler Volunteer shirt and name tag if available. Clothing should be well kept.
4. Attend all training sessions and complete shadowing with a supervisor (or designee) as needed.
5. Treat displays with care and learn proper techniques to interact with butterflies, caterpillars, other insects and plants. Avoid touching caterpillars and insects; use a leaf or other soft object if they must be moved.
6. Follow instructions from your supervisor. Ask what you need to know to complete your assignments. Communicate openly with your supervisor to build productive working relationships. Escalate issues as appropriate. Be sure to mention physical limitations and safety concerns.
7. Return supplies to cabinet at the end of your shift if no one replaces you.
8. Return cabinet key to Visitor Center upon leaving.

TRAINING AND DEVELOPMENT:

Required annually for Gardeners: Volunteer Safety Training covering tools, dress code, personal protective equipment and stinging insects. Volunteers will sign and date their attendance at each training session (minimally annually).

In order to be aware of safety measures and the work conditions that may be encountered as you perform various volunteer jobs, volunteers are to be familiar with the details under 'Safety While Volunteering' section of the Volunteer Handbook.

Training for all volunteers will occur in spring, and additional sessions may be scheduled throughout the season. Volunteers learn through training and shadowing other volunteers. The supervisor is responsible for your training and will orient volunteers to the subjects. Volunteers are encouraged participate in informal learning sessions to enhance their experiences.

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