



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

**PURPOSE OF SERVICE:** The plants at the Pollinator Preserve demonstrate both beauty and function while providing opportunities for our visitors to observe, question, share, engage and learn. This area illustrates the interdependence and relationships of native plants and insects, life cycles, flower shapes, conservation, and predatory and beneficial insects. Volunteer Gardeners will care for the plants while Volunteer Guides help the public understand the plant and insect relationships through interpretive tours. This includes all garden insects and the important role insects have in our environment.

### **QUALIFICATIONS/SKILLS:**

- Good health with ability to stand, walk and/or stoop for up to 3 hours at one time.
- Have an email account that is checked on a regular basis (daily preferred).
- Guides:
  - Available to volunteer from late spring through early fall. At least 8-10 hours per month are requested during the busiest season (July and August), with less required in May, June, September and October.
  - Be familiar with the attributes of nectar plants and host plants
  - Be knowledgeable in active Citizen Science project(s) and encourage visitors to get involved in observation of the garden
  - Must be people-oriented and enjoy engaging with diverse volunteers and visitors including children
  - Youth between 13 and 17 may volunteer with an adult who is also trained and volunteering at the same time
- Gardeners:
  - Available to volunteer April through November at selected times. At least 6-8 hours per month is requested during the busiest months (May, June, September, October).

**TYPICAL GUIDE ASSIGNMENTS:** Provide engaging tours of the Pollinator Preserve including insect life cycles, the relationships between plant and insects, nectar and pollinator plants and general plant information. Guides will maintain attendance numbers and document status updates following each shift in the binder provided. Guides will ensure caterpillars in rearing cages have ample food and cages are clean. Supplies are to be locked in the cabinet at the end of shift/day. Guides are to engage visitors in a welcoming, positive and educational way.

Throughout the season, there will be opportunities for some guides to assist with events such as Education Stations, Group Visits (adults and youth) and Firesides. To assist with these events, be prepared to receive more in-depth questions about insects, plants, life cycles, biodiversity and gardening.

**TYPICAL GARDENER ASSIGNMENTS:** Gardeners will be cognizant of the needs of the insects and birds as they care for the plants in the Pollinator Preserve. These care activities include planting, weeding, mulching, watering, deadheading, pruning, and labeling of plants.

**EXPECTATIONS:**

- Sign-up for workdays using SignUpGenius 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.
- Have a mobile phone or Tyler radio available in case of an emergency.
- 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.
- Attend all training sessions and complete shadowing with a supervisor (or designee) as needed.
- 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.
- 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.
- Return supplies to their cabinet at the end of your shift, unless there is another shift afterwards.
- 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).
- Required annually for Guides: Training on insect life cycles, plant attributes, and the insects frequenting the Pollinator Preserve
- 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 to participate in informal learning sessions to enhance their experiences.

**DATES REVISED:** 06/06/16, 6/6/18, 3/10/20, 2/5/21, 2/3/22, 2/20/23, 2/8/24