



TYLER ARBORETUM VOLUNTEER EDUCATOR JOB DESCRIPTION

PURPOSE OF SERVICE: Contribute to the importance of stewardship activities by facilitating nature-based, outdoor school field trips and leading other education programs. Help instill a love for nature and ecology in PreK-5th grade students while supporting Tyler Arboretum's mission.

If interested, please complete the [Volunteer Educator Application](#) by 3 pm on Friday, January 29th – a quick process taking less than 5 minutes.

QUALIFICATIONS/SKILLS:

- Be able to volunteer for a minimum of eight field trips, primarily on Wednesdays and Thursdays between March 6th - May 24th, from 9:00 am to 11:30 am.
- Comfortable with outdoor activities, walking, and standing for extended periods.
- Be able to work well with children and communicate information to them effectively while keeping them engaged and excited.
- Beneficial: experience and/or education in ecology, biology, environmental studies, natural sciences, or any related field.
- Beneficial: experience working with small children.
- Volunteers must be 18+ years old.

TYPICAL ASSIGNMENTS: Lead groups of 10-20 students on 90-minute field trips, focusing on seasonally relevant aspects of ecology and biology. Activities include facilitating hands-on, inquiry-based learning experiences related to Tyler Arboretum's unique natural environment.

EXPECTATIONS:

- Sign up using SignUpGenius and report as scheduled. Notify the supervisor via email or text at least 48 hours in advance if you cannot keep your commitment and delete your sign up.
- Dress for the weather outdoors, in comfortable, serviceable, and presentable clothing. Bring water, a hat, sunglasses, and sunscreen; wear sturdy closed toe shoes.
- Treat all education materials with care and learn proper techniques to use them. Return all supplies and Arboretum property to the proper location, clean and ready for reuse.
- Become familiar with reading materials and field trip lesson plan provided by the supervisors.
- 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. Be sure to mention physical limitations and safety concerns.

TRAINING AND DEVELOPMENT:

- Volunteers must complete the three [Keep Kids Safe clearances](#) required for working with children in Pennsylvania.
- Able to attend two training sessions on Wednesday, February 28th, and Thursday, February 29th, from 9 am -12 pm.
- In order to be aware of safety measures and the work conditions that may be encountered as you perform various tasks, volunteers are to be familiar with the details under 'Safety While Volunteering' section of the Volunteer Handbook.
- The supervisor is responsible for volunteer training and orientation to the projects. Volunteers are encouraged to participate in informal learning opportunities during work outings. For those interested in additional experiences, occasional field trips or tours may be available.
- Sometimes volunteers may be asked to assist with appropriate tours, classes, or workshops to further their education.

DATES REVISED: 1/18/2024