



## TYLER ARBORETUM VOLUNTEER WRITER JOB DESCRIPTION

**PURPOSE OF SERVICE:** Provide timely, well written and interesting articles, blogs or social media posts that are Tyler centric: conservation, horticulture, and history. Material is meant to inspire Tyler's readership.

### QUALIFICATIONS/SKILLS:

- Reasonably good writing skills: good grasp of basic grammar and a voice that is suitable for newsletters (friendly, concise, provides good imagery).
- Microsoft office product proficiency, including the ability to take and post high resolution photos to Tyler's Google Drive, or send photos via email in JPEG format is a plus.
- Possess at home writing software and email address -- regularly checks on emails (every other day minimally).
- Desire for accuracy and ability to source materials.
- Have positive outlook and is a supportive member of the team.

**TYPICAL ASSIGNMENTS:** Research and write agreed upon topics that are Tyler centric. Articles and blogs are 500 to 800 words long. Social Media posts are typically less than 200 words, but can be longer.

### EXPECTATIONS:

- Use SignUpGenius to document your volunteer hours. Notify the supervisor in advance if you are unable to keep your commitment, and delete your sign-up as applicable.
- Provide sourced and correct information, especially on history and plant subjects.
- Provide your perspective as a volunteer.
- Provide pictures taken by you or someone in JPEG format (at highest resolution). Note: please do not download other people's website content as we run in to publication issues. If it is a general picture from a free source, then it is acceptable. Photos may be altered for clarity.
- Ask permission prior to taking photos of individuals or groups, and identify yourself as acting on behalf of Tyler Arboretum. Wear your nametag.
- Attend Education Department planning meetings 2-3 times per year if available.
- Provide your own head shot and short biography (Education Department member can take your photo).

- Adhere to deadlines. All submissions should be posted to the appropriate folder on Google Drive, but can be emailed if necessary.
- Articles will be subjected to two rounds of edits from the Education Department team. Our edits are meant to target grammatical errors, typos, and clarity of the writing, but we will always strive to retain your voice. Please be respectful of the edits and make necessary changes.
- We reserve the right to not publish the article, and you will be contacted if that happens. The article may also be delayed or moved to another month.

**TRAINING AND DEVELOPMENT:**

- The supervisor is responsible for your training and will orient volunteers to projects.
- 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.

**DATE DRAFTED:** 12/12/17, 3/1/20, 2/5/21, 12/18/23